

Warehouse Assistant

Location: Roseville, CA (On-site at CWA Headquarters)

Status: Full-time, Non-Exempt

Department: Fund & Membership Development

Reports to: Warehouse Operations Manager

About Us

At the California Waterfowl Association (CWA), we believe in more than conserving waterfowl and wetlands—we believe in passing along a love of the outdoors and a proud hunting heritage to the next generation. With a team of 50+ staff and thousands of volunteers and members, we work every day to protect wildlife, wild spaces, and the traditions that connect people to them.

The Role

We're looking for a Warehouse Assistant who thrives in a hands-on, fast-paced environment. This role is all about keeping things moving—receiving, organizing, and shipping merchandise that supports our fundraising, membership, and donor programs. You'll also help maintain accurate inventory records, assist with firearm compliance tasks, and keep the warehouse safe and organized.

If you enjoy problem-solving, staying organized, and working as part of a mission-driven team, this could be the perfect fit.

What You'll Do

- Handle daily shipping and receiving of merchandise and supplies
- Execute firearm acquisition/disposition tasks in compliance with ATF and California DOJ regulations
- Pull, package, and stage event and fundraising merchandise for shipment
- Maintain inventory accuracy using SAGE100 and other systems
- Track and restock warehouse supplies and merchandise as needed
- Support fiscal year-end and semi-annual inventory audits
- Keep the warehouse clean, safe, and organized
- Provide order and inventory information to staff across departments
- Perform other duties as assigned to support CWA operations

What We're Looking For

- Prior warehouse, shipping/receiving, or inventory control experience (nonprofit/event-driven a plus)

- Basic knowledge of shipping logistics and inventory management systems
- Ability to lift 35 lbs overhead and up to 100 lbs to knee height
- Comfortable with ladders, warehouse equipment, and variable climates
- Strong organization, multitasking, and attention-to-detail skills
- Clear written and verbal communication

Physical Side of the Job

- Stand and walk for extended periods
- Lift, carry, and move heavy merchandise (up to 100 lbs to knees, 35 lbs overhead)
- Work in variable climates (summer heat, winter cold)

Why You'll Love Working Here

Every box you ship and every order you fill helps fuel conservation, education, and advocacy efforts that matter to California's future. You'll join a dedicated team that values hard work, collaboration, and mission-driven results.

Pay & Benefits

****\$20 – \$25 per hour (DOE)****

Plus: medical, dental, vision, 401(k), and paid holidays, vacation, and sick leave.

How to Apply

Send your resume and cover letter to jminsky@calwaterfowl.org with the subject line: Warehouse Assistant Application

Applications are reviewed on a rolling basis until the position is filled.