



POSITION TITLE:	Inventory & Organization Assistant	REPORTS TO:	Volunteer Services Coordinator
SCHEDULE & HOURS:	Flexible		

OPPORTUNITY SUMMARY:

As an Inventory & Organization Assistant, you will be able to support our different departments in creating a more effective workplace. You will organize and inventory different closet and storage spaces, identifying different ways to label and store items. If assigned to our IT Department, you will help go through, organize, take inventory, and help set up desks.

QUALIFICATIONS:

- Ability to work independently and organize effectively
- Ability to lift 15 pounds, stand, move, and squat for longer periods of time
- When working with our IT Department, some IT knowledge is preferred but not required
- Passion for the mission and vision of Tacoma Community House

KEY RESPONSIBILITIES:

- Assisting our teams by organizing storage spaces and taking inventory
- Collaborating with departments on what would make their space more efficient and supporting those goals
- May be asked to assist our IT Manger with setting up desks and taking count of all equipment

STEPS TO APPLICATION:

If you are interested in participating as an Inventory & Organization Assistant, please email our Volunteer Services Coordinator at americorps2@tacomacommunityhouse.org or fill out our inquiry form on our website here.

We Are a Welcoming Workplace

Diversity, Inclusion, Empowerment, and Belonging are an integral part of who we are – our history, our culture, and our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

Tacoma Community House (TCH) is committed to increasing the diversity of its staff and clients and to strengthening sensitivity to diversity throughout the agency. In our relationships with staff, our participants, and our community, TCH does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state, or federal law. Applicants in need of accommodation are encouraged to call (253) 383-3951.

Tacoma Community House is an equal opportunity employer.