



Position Description: Logistics Associate

Pajama Program is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.

Background and Position Overview

Pajama Program is a national 501(c)(3) nonprofit organization that was founded in 2001. Our mission is to promote and support a comforting bedtime routine and healthy sleep for all children to help them thrive, and our core values of **impact, community, and equity** guide our work and how we work with each other.

Pajama Program provides new pajamas and books, sleep health education, and caring connections to help children facing adversity have Good Nights for Good Days. When children follow a bedtime routine, feel comfortable and secure at night, and get the sleep they need, they are more likely to be healthy, happy, and ready to learn. We work with thousands of Community Partners – shelters, foster care agencies, Head Start, Title I Schools, and more – across every state including Puerto Rico. Through nationwide programming, and focused efforts in New York City, Atlanta, and metro-Detroit, we provide children and their caregivers with materials, information, and support to help make bedtime better.

We seek a full time Logistics Associate to support the day-to-day operations for Pajama Program. Reporting to the Director of Operations, the Logistics Associate will be responsible for managing the day-to-day fulfillment requests for books, pajamas, and Sleep Health materials from staff and volunteer Chapter Presidents. This position will also maintain accuracy on our stock status reporting and work closely with our distribution center partners to maintain adequate inventory levels of all Pajama Program materials. In addition, the Logistics Associate will be responsible for tracking and reporting the donation and distribution numbers in Salesforce. Candidates must demonstrate commitment to maintaining high quality of data integrity.

Essential Functions & Responsibilities

- Assist with the day-to-day fulfillment requests of books, pajamas, and sleep health materials from Chapter Presidents, Community Partners and staff; communicate with those making requests to clarify their needs, as needed.
- Excellent communication skills.
- Detail oriented, well organized, able to manage multiple tasks.

- Work closely with our distribution center to maintain inventory levels of Pajama Program Materials.
- Work with the Director of Operations on sourcing, procurement, and shipment of items to the distribution center.

- Maintain reports on in-kind donations and distributions of books, PJs, and Sleep Materials in Salesforce.
- Develop new reports and dashboards to assist the team's efforts in using data to inform fundraising, program, and organizational strategic goals.
- Responsible for regular data maintenance including removal of duplicate records, assessing community partner applications, ensuring applicant data is complete and recorded properly
- Assist the Director of Operations with overseeing quality control of data tracking and reporting across departments.
- Other duties and tasks as assigned.

Qualifications

- Bachelor's degree and 3+ years related professional work experience in nonprofit field required
- 2-3+ years of experience performing Salesforce administration and support
- A commitment to and enthusiasm for Pajama Program's mission
- Strong vendor relationship skills
- Able to develop and provide appropriate solutions to business problems, including ability to streamline/automate business processes
- Excellent problem-solving ability; comfortable with researching solutions independently to provide best options to team members
- Comfortable and confident in a fast-paced, changing, entrepreneurial environment
- Understanding of warehouse logistics is a plus

Salary and Benefits

This full-time, salaried position is paid with a competitive salary and full benefits.

Applicants should email a cover letter, which describes the candidate's fit with the job description, and resume to jobs@pajamaprogram.org and indicate "Logistics Associate" in the subject line. No telephone inquiries, please.

Pajama Program has earned a ★★★★★ rating from Charity Navigator for 12 consecutive years, in a class of only 1% of charities that have earned this transparency and efficacy distinction. Pajama Program meets the Better Business Bureau's 20 Charity Standards, the highest ranking for nonprofits.

Pajama Program is an Equal Opportunity Employer and complies with the Americans with Disability Act.