



I Belong Bags Foundation Backpack Coordinator

I Belong Bags Foundation is a non-profit organization dedicated to providing essential items and support to at-risk youth experiencing homelessness in our community. Our mission is to offer a sense of belonging and dignity by distributing backpacks filled with essential and comfort items such as pajamas, toothbrushes, books, blankets, and hygiene products. We aim to foster compassion and make a tangible impact on the lives of youth facing displacement and crisis.

Position Overview: We are seeking a **dedicated individual** to serve as a **Backpack Coordinator** reporting to the Operations Lead. This role plays a crucial role in ensuring the smooth operation of our outreach efforts contributing approximately **4-6 hours per week**, depending on demand and the number of client backpack deliveries required. The ideal candidates will be highly organized, independent self-starters who demonstrate trustworthiness and reliability, as they will have access to the facility keys. This role involves various responsibilities, including inventory management and backpack packing. Additionally, the Backpack Coordinators should possess problem-solving and communication skills to address inventory challenges and item replenishment. A personal vehicle is required, as backpacks are assembled in our storage location in Chaparral.

Responsibilities:

- Track the inventory of in-kind donations and assembled backpacks for clients to ensure smooth operations.
- Guide and support the assembly of backpacks at our Chaparral storage facility to meet client demands.
- Update the request schedule for backpacks, ensuring timely assembly for clients.
- Provide leadership decision-making in addressing any logistical challenges that arise, ensuring efficient operations.
- Serve as a representative of I Belong Bags Foundation in the community and within your networks to build awareness and forge new partnerships.
- Encourage others to support the foundation through donations, partnerships, and volunteer opportunities.
- As the organization grows, there maybe an opportunity to develop and oversee a team of backpack volunteers, be active in the hiring process, provide leadership, guidance and direction as needed supporting our mission and values.



Position Requirements:

- A commitment of approximately **4-6 hours per week**, with flexibility to accommodate fluctuating demand for backpacks and ongoing projects.
- Candidates should have a strong sense of responsibility, problem-solving skills, and the ability to make strategic contributions to the foundation's mission and goals.
- A personal vehicle is required for transportation for pickups and deliveries, as well as to attend quarterly Board meetings and events.
- Prior experience in logistics and/or community engagement is a plus but not required.

Opportunity for Growth:

For the right candidate, this role may evolve into a leadership opportunity within the organization. If you're someone who shows heart, hustle, and creative ideas, there's potential for this role to lead into something bigger in the future — like stepping into a future leadership or board position as the organization evolves.

How to Apply:

To apply, please send your resume and a brief cover letter outlining your interest in this position to **operations@ibelongbags.com** with the subject line: **BACKPACK COORDINATOR APPLICATION**. We look forward to welcoming you to our team and working together to make a lasting difference!