



I Belong Bags Foundation Operations Lead

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 an **Operations Lead** reporting to the Operations Director, playing a vital role in supporting the operations and strategic growth of our outreach efforts. This position requires a commitment of approximately **5 hours per week**, depending on demand and available volunteer support. The ideal candidate will be organized, proactive, and able to contribute strategic guidance and oversight for key initiatives. You will be entrusted with overseeing important aspects of the foundation's work, including inventory management, donation pickups, and deliveries to partner organizations.

Key responsibilities include ensuring efficient operations, fostering partnerships, and contributing to the foundation's community engagement and social media presence. Candidates with problem-solving skills, experience in logistics, and social media proficiency will be highly valued. A personal vehicle will be required for transportation to facilitate donation pickups and deliveries.

Responsibilities:

- Track the inventory of both purchased items in-kind donations and oversee backpack distributions to clients to ensure smooth operations.
- Guide and support the assembly of backpacks with the Backpack Coordinator at our Chaparral storage facility to meet client demands.
- Responsible for pickup of both purchased and in-kind donations.
- Establish and maintain a request schedule for backpacks, ensuring timely delivery to clients.
- Provide leadership decision-making in addressing any logistical challenges that arise, ensuring efficient operations.
- Contribute to social media campaigns to showcase new partnerships, express gratitude to donors, and promote fundraising events.

- Attend quarterly Board meetings and contribute strategic ideas for enhancing operations and fundraising efforts. (Meeting frequency may vary based on organizational needs.)
- Work with the Operations Director to address gaps and efficiency in operational efficiency.
- 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, develop and oversee a team of 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 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, social media management, 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.

Why Join I Belong Bags Foundation?

At IBB, we believe in the power of community and the transformative impact of kindness. As an Operations Coordinator, you will have the opportunity to play a vital role in our efforts to bring comfort and joy to children in need. You'll work alongside a fun, passionate and dedicated team, gaining valuable experience in fundraising and community engagement while making a meaningful difference in the lives of vulnerable children. Join us in creating a

brighter future where every child feels valued and supported - apply now to be part of our team at I Belong Bags Foundation!

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: **OPERATIONS LEAD APPLICATION**. We look forward to welcoming you to our team and working together to make a lasting difference!