



AIDS Connecticut

110 Bartholomew Ave, Ste 3050, Hartford CT 06106 • T 860-247-AIDS • F 860-951-4779 • aids-ct.org

WANTED: A versatile Community Distribution Center Manager at ACT!

WHY WORK AT AIDS CONNECTICUT?

At AIDS Connecticut, we work with our member agencies to improve the lives of people impacted by HIV/AIDS through care and supportive services, housing assistance, advocacy, trainings, and prevention. We are a non-profit organization that is passionate about our work and strive to lead through innovation, make measurable progress, collaborate for greater impact, and respect the choices of our clients.

WHAT WILL YOU DO AS COMMUNITY DISTRIBUTION CENTER MANAGER?

You will do a lot! Most importantly, you will fully manage the Community Distribution Center, a program that distributes HIV prevention and health promotion materials, condoms and other risk reduction supplies. Management of the Distribution Center includes: downloading and processing orders from the online ordering system, generating pick sheets, pulling product for orders, preparing materials for shipment and maintaining a clean work environment. You will also maintain a computerized database to monitor, inventory and track all materials and update the resource catalog as necessary.

But wait, there's more! You will provide regular, timely reporting to the Department of Public Health, manage health promotion materials for event planning and Positive Prevention CT and coordinate prevention-related projects for the Receptionist. You will work closely with the Director of Prevention to track spending and manage the Distribution Center budget.

To exercise your communication skills, you will also develop and maintain vendor relationships, conduct annual customer satisfaction surveys and assist customers with Distribution Center-related questions.

This job requires the physical ability to lift and move up to 50 lbs.

YOU MAY BE A GOOD FIT IF YOU:

- Believe in our mission and core values
- Are excited by the job duties
- Display strong interpersonal and communication skills and take a customer service oriented approach to interactions
- Demonstrate an understanding of office operations and principles of sound administrative procedures and practices
- Enjoy working in a fast paced environment with ability to respond to changes in a timely manner
- Are able to anticipate needs, solve problems and be flexible and resourceful
- Have a working knowledge of computers
- Are comfortable in a sex positive environment where HIV/STIs, sexual behavior and prophylaxis are routinely discussed
- Take a non-judgmental attitude when working with people of diverse backgrounds and viewpoints
- Have the ability to work successfully with limited supervision



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BONUS POINTS IF YOU HAVE:

- A personal connection to AIDS Connecticut
- Relevant past job experience

BENEFITS TO WORKING AT ACT:

- Dedicated, diverse and friendly co-workers
- 12 paid holidays per year
- Generous paid time off
- Agency-subsidized medical, dental, and vision coverage and 100% paid short-term/long-term/life insurance
- 403(b) retirement plan with employer match of 50% up to 3% of pay
- Free off-street parking
- Discounts to cool fundraising events
- Opportunity to attend agency-sponsored events throughout the year (summer picnic and Halloween party at our Wellness Center)
- Casual office environment
- We even have a book club!

CAN'T WAIT TO JOIN US?

If so, please send your *thoughtful cover letter* and resume to apply@aids-ct.org with "Community Distribution Center Manager" in the subject line. Resumes received without a personalized cover letter **will not be considered**. The pay range for this non-exempt position is \$19.24 - \$22.00 per hour.

Candidates will be considered on a rolling basis until the position is filled. Due to the anticipated volume of responses, we will contact only those top candidates who most closely match our requirements.

AIDS Connecticut, Inc. celebrates diversity and inclusion and is an Equal Employment Opportunity/Affirmative Action employer.