

Position Summary:

Join our dedicated team at MidwayUSA Foundation, a nonprofit focused on empowering youth through shooting sports. The Logistics Coordinator will directly support the Deputy Director and collaborate with the Programs group. This role provides essential logistical, operational, and infrastructure support across all Foundation departments, personnel, and programs.

Key Responsibilities:

- Assist with the acquisition, order processing, and fulfillment of Product Grant items.
- Build strong relationships with vendors, suppliers, and constituents.
- Generate purchase orders for donations and purchases to ensure timely processing.
- Maintain and manage the Product Grant inventory control system for quality and accuracy.
- Organize and manage on-site inventory storage and oversee third-party vendor facilities.
- Handle all shipping/receiving tasks to meet supply chain demands.
- Resolve shipping complaints and issues effectively.
- Facilitate the return and reallocation of Product Grants.
- Liaise with the Marketing Team to manage Product Grants on the website.
- Ensure logistical needs for Foundation-sponsored events are met, traveling for support as needed.
- Work with the Relationship Manager to identify sponsor-supplied inventory to support the Product Grant program.
- Communicate the Foundation's current needs and successes regarding the Product Grant program.
- Support the Facilities Manager in maintenance and operations.
- Assist Program Coordinators with grant requests and donation processing.
- Contribute to all strategic plans and initiatives as required.
- Other duties as assigned.

Requirements:

- Ability to lift 30 pounds and carry objects up to 20 pounds; push/pull up to 70 pounds.
- Flexibility to work outside standard hours, including weekends, as needed.
- Bachelor's degree.

Required Competencies:

- Excellent verbal and written communication skills.
- Organized and detail-oriented.
- Creative problem solver.
- Proficient in Microsoft Office 365.
- Knowledge of industry/firearm products is a plus.

Benefits: Provided from the first day of employment:

- Health insurance and savings accounts.
- Vision, dental insurance, life insurance, paid time off, parental leave, and retirement plan.

Schedule:

Monday to Friday

Weekend availability

Application Process:

To apply, please submit your resume and cover letter detailing your experience and interest in the position to careers@midwayusafoundation.org