

**POSITION DESCRIPTION****Distribution Assistant - Baby Raven Reads Project****INFORMATION**

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|----------------------|--------------------|
| Department:          | Education          |
| Reports to:          | Education Director |
| Location of Work:    | Juneau, Alaska     |
| Salary Grade:        | DOE                |
| Employment Category: | Part-time          |
| Classification:      | Non-Exempt         |
| Date:                | March 13, 2019     |

**SUMMARY/OBJECTIVE**

The objective of this position is to provide logistical support to the Baby Raven Reads team in managing distribution of books and to provide administrative support .

**ESSENTIAL FUNCTIONS**

1. Responsible for general data entry, managing enrollment addresses and updates.
2. Manages book distribution and inventory, including: managing book requests, tracking inventory and distribution.
3. Responsible for shipping and packing, including: finding efficient and cost effective shipping and mail options, packaging and shipping books and items on a daily basis.
4. Responsible for prepping materials for mailing, event materials and gumboot camp materials.
5. Manages researching supplies for program purchase.
6. Assists with family events before and during events.
7. Manages the Juneau Baby Raven Reads inventory.
8. Other Duties as assigned.

**COMPETENCIES**

- Excellent computer and technology skills.

- Ability to utilize and adapt to new systems.
- Strong interpersonal, organizational and decision-making skills.
- Ability to walk and/or stand for long periods of time.
- Strong organizational skills

### **SUPERVISORY RESPONSIBILITY**

This position will have no direct reports.

### **WORK ENVIRONMENT**

This position's duties are performed at the Walter Soboleff Building. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to verbally communicate. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. The employee must frequently lift and/or move objects up to 50 pounds.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a part-time benefited position, working 25 hours a week.

### **TRAVEL**

None to minimal.

### **REQUIRED EDUCATION AND EXPERIENCE**

- Associate degree; equivalent work experience may be substituted on a year for year basis.
- Experience with work in an office setting.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



To apply, please send resume and cover letter to [shijobs@sealaska.com](mailto:shijobs@sealaska.com) or go to [www.sealaska.com](http://www.sealaska.com) "careers" link to submit an application.

