



PTSD FOUNDATION  
OF AMERICA

## LOGISTICS COORDINATOR

The Logistics Coordinator contributes to the mission of the PTSD Foundation of America by overseeing supply chain operations and ensure the efficient and cost-effective distribution of goods.

**Job Description:** Is responsible for the management of supplies needed for PSTD FOA Camp Hope. Working directly with various departments to ensure the continuous stock of required supplies is maintained. This will be achieved by collecting site-specific reports/requests on a regular basis.

**Responsibilities:** The Logistics Coordinator has the following responsibilities and duties:

- Performs a variety of functions, including warehouse, packaging, shipping, and maintaining, repairing, and operating facilities and/or equipment
- Organizing and managing inventory, storage, and transportation.
- Analyze, recommend approaches, and plan for the delivery of the necessary logistics elements in compliance with current Industry and Government practices.
- Makes sure warehouse capacity is kept at optimal levels
- Oversee the storage rooms and design for organization
- Conduct Monthly Inventory of Cold Storage, Dry Storage, and Office Supply
- Plan, coordinate, and conduct intake of all donations to Camp Hope
- Collect data and develop outcomes measurement for Camp Hope supply
- Apply expert knowledge to reduce cost and level-of-effort, providing technical guidance to project leaders and program managers
- Any additional duties and projects as assigned

**Requirements:** The Logistics Coordinator should have the following skills, education, and experience:

- High school diploma/GED required.
- Insurable with Class B CDL with a Passenger Endorsement (Preferred)
- 2+ years of experience in logistics management required.
- Competency in Microsoft (Excel, Outlook, PowerPoint, and Word), SharePoint & DonorPerfect
- Good management and organizational skills.

### Physical Requirements:

- Regularly requires sitting or standing for extended periods of time.
- Close vision, distance vision, depth perception, color perception, and peripheral vision.
- Hearing and vocal is required to exchange information to convey and receive detailed information.
- Sitting and using hands to finger, handle or feel, frequently requires walking, reaching and repetitive motions and occasionally requires standing, climbing or balancing and stooping, kneeling, crouching, or crawling
- Occasional exposure to air and blood borne pathogens and may be required to wear specialized personal protective equipment and exposure to outdoor weather conditions.
- Ability to lift to 50 pounds if needed

**Compensation:** The PTSD Foundation will offer the following:

- Salary: \$20,800 - \$37,440
- Medical, Dental and Vision benefits
- Life Insurance
- Other benefits