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| Icon  Description automatically generated | **Temporary Logistics Associate,** **Quilt & Kit Ministry** Job Description |

**About Corus:**

Corus International leads an ensemble of social impact organizations working together in the world’s most fragile settings to deliver the holistic, lasting solutions needed to overcome the interconnected challenges of poverty, health care access and climate change. Corus is a new model in the international space, creating a consortium of specialized non-profit and for-profit entities for greater impact. Additional growth is expected.

Corus combines over 150 years of experience of our non-profit and for-profit subsidiary organizations – Lutheran World Relief, IMA World Health, CGA Technologies, Ground Up Investing, and LWR Farmers Market. Together, the organizations take a systematic approach to grow rural economies, eliminate extreme poverty, ensure access to quality healthcare, and respond to urgent humanitarian needs in fragile settings.

Further details about the organization can be found at https://corusinternational.org

**Scope of Work:**

The Temporary Logistics Associate will serve on Lutheran World Relief’s Quilt & Kit Ministry Team. LWR receives approximately $11 million annually of material resources from Lutheran congregations and individuals from across the United States. Many of these material resources are collected by volunteers at local Ingatherings. The Temporary Logistics Associate will be responsible for overall support of LWR’s material resource collection logistics in moving these material resources from Ingathering sites to LWR warehouses.

The Temporary Logistics Associate will have two key responsibilities:

1. Coordinate logistics for LWR’s material resources collections, including ensuring appropriate warehousing and domestic transportation logistics of in-kind donations
2. Provide material resource project-related data, documentation, and reports for internal tracking

**Duties:**

1. **Transportation/Warehouse Receiving**
   1. Coordinate with Key Leaders and Site Coordinators to schedule material resource collection and transportation.
   2. Ensure truck drivers/freight forwarders coordinate with warehouses to schedule deliveries.
   3. Communicate with warehouse staff about upcoming collection schedule.
   4. Drive a 26ft (or smaller) rental truck for collections. This position will include some domestic travel.
2. **Warehouse Inventory Management**
   1. Receive and track monthly/weekly inventory reports from warehouses
   2. Transfer inventory numbers into existing internal spreadsheets
   3. Complete monthly inventory Journal Vouchers
   4. Ensure that updated inventory information is readily available across multiple departments (Global Relationships & Resources, Humanitarian Assistance, Finance & Administration).
3. **Other duties as assigned by supervisor**

Based on the flow of work, some months will include more intense scheduling and coordinating transportation of material resources to the warehouses. Other months, duties may be redirected to general overall support of LWR’s Quilt & Kit Ministry.

**Ideal Qualities:**

* Able to juggle competing priorities for time and attention with grace, flexibility and ease
* Skilled at piecing together many moving parts
* Excellent and experienced logistics manager
* Ability to remain calm while working under pressure
* Ability to work with a wide range of personalities
* Experience working with church volunteers
* Experience managing a detailed database (including Microsoft Excel)