



About Room to Grow

Room to Grow is an expanding non-profit organization supporting early childhood development, a field with emerging prominence in academia, politics, and the press. Room to Grow envisions that one day, all parents will have the resources they need to unlock their families' potential and become champions for babies and their community. With locations in NYC and Boston, our research-informed program focuses on eradicating the associated developmental and achievement gaps that hinder children throughout their lives, ultimately breaking the cycle of intergenerational poverty. Room to Grow receives referrals from a network of prenatal programs assisting low-income families, as well as from members of the community we serve. Upon their referral, families visit Room to Grow's warm and inviting space one every three months starting in the third trimester of pregnancy through their child's third birthday. During one-on-one appointments with expert clinicians, we offer structured coaching, material goods (\$10,000 retail value over time), and community connections to support parents as they activate their natural strengths and expand their knowledge so children thrive from the start. For more information on Room to Grow and its program model, please visit www.roomtogrow.org/program.

About the Position

The Assistant supports the Site Operations team with the organization and distribution of baby items to enrolled Room to Grow families. The ideal team member has a positive attitude, is detail oriented, and can work both independently and as part of a team. This role supports the flow of inventory from donation to distribution, keeping the process smooth and timely. A successful Assistant has the ability to think on their feet and anticipate the unexpected while always acting with integrity.

Responsibilities include, but are not limited to:

- Support the flow of inventory from donation intake to client distribution;
- Assist donors with in-person and curbside donation drop-offs;
- Quality check donations to ensure maintenance of high standards for all accepted items;
- Organize items into defined categories/SKUs to ensure ability to restock baby boutiques.

Organization of the inventory storage/volunteer space:

- Properly pack, label, and store inventory by category/SKU;
- Prepare items for delivery to additional baby boutique;
- Collaborate with Site Care team to problem solve issues as they arise.

Support the volunteer program:

- Assist Site Operations team in leading volunteer groups as needed;
- Work with individual volunteers on various inventory-related projects including donation checking and sorting, inventory organization, data entry, and more.

Qualifications

- Excellent communication skills and attention to detail;
- Ability to provide a high level of customer service at all times to a wide variety of individuals including donors, volunteers, program participants, and staff;
- Enthusiastic, engaging, and positive attitude;
- Ability to work independently while contributing to the success of the team;
- Effective time management strategies;
- Ability to multitask and work well in a high-pressure environment;
- Ability to follow and carry out multi-step directions;
- Open to a varied schedule, subject to change with the needs of the organization;
- Must be able to lift and carry up to 45 pounds.

Education/Experience

- 1-2 years of working experience in customer service and/or social service setting;
- HS Diploma/GED preferred;
- Basic computer skills (word processing, data entry, emails) and merchandising experience with inventory tracking big pluses;
- Spanish fluency is not required but strongly preferred.

Benefits/Compensation

Wages are competitive and commensurate with experience. Room to Grow is an Equal Opportunity Employer.

To Apply

Upload your cover letter and resume in PDF format.

Not the right fit? Please go to the following and fill out an application to be considered for other job opportunities: <https://roomtogrow.bamboohr.com/hiring/jobs/26>