About PCs for People

Since 1998, PCs for People has been a driving force behind digital inclusion efforts across the US. We are a self-sustainable 501(c)(3) nonprofit organization with a national reach. Self-sustainability is driven by our four-step approach - Source, Refurbish, Distribute, and Support. With strong partnerships and dedicated staff, 250,000 computers have been distributed, 128,000 homes have internet access, and millions of pounds of electronics have been responsibly recycled.

COVID-19 has shined a spotlight on the digital inclusion social challenge our society has been facing for decades. As our country is attempting to transition to distance learning, work from home, required telehealth and combat shelter in place social isolation, PCs for People is committed to bridging the digital divide faced in our low-income communities to ensure our consumers are equipped to access essential services.

This is a rewarding opportunity with a non-profit that helps thousands of people access technology every year.

About the Role

PCs for People is seeking a full-time Delivery Driver and Warehouse Associate to assist with the collecting and processing of donated computer equipment from our clients. It is expected that time will be split between driving our box truck to collect computer equipment from business clients, organizing and moving inventory within the warehouse, and following our NAID (National Association for Information Destruction) compliance procedures. Most of this associate’s day is spent driving and loading and unloading equipment. Additionally, this associate must follow DOT regulations, including DOT physicals, to keep themselves and others safe while driving.

Key Role Responsibilities

- Safely deliver and pick-up freight
- Play a critical role in ensuring on-time and accurate deliveries
- Manually loading and palletizing equipment at client sites
- Moving inventory with pallet jacks and forklifts within the warehouse
- Communicate effectively with donors regarding our processes, policies, and the mission of PCs for People
- Maintaining supplies, tools, and equipment to ensure compliance and safety
- Assisting individual and small group activities with adults with special needs
- Recording inventory of incoming equipment
- Keeping accurate data sanitization records and reporting back to businesses
- Keeping the warehouse and donation center clean, organized, and safe.
- Receiving, storing, moving, and packing outgoing inventory
- Other duties as assigned

A successful candidate will be committed to growing PCs for People’s impact in the twin cities metro and across the US. We are seeking a proven professional with the following qualifications:
Required Qualifications

- High School Diploma or equivalent
- Valid driver's license
- 3-5 years clean driving record
- Pre-employment drug screen and random drug screens are required
- Ability to pass the DOT medical exam
- Ability to lift up to 50 lbs. frequently, greater than 75 lbs. occasionally
- Strong communication skills, both written and oral; excellent interpersonal skills
- Excellent organizational skills
- Ability to operate a 16’ to 18’ box truck

Preferred Qualifications

- Interest in computers, internet, people and technology
- Forklift experience is a plus (we will train if necessary)
- Passion for recycling and making a positive impact in the community
- Possess the ability to have grace when working under pressure
- Enjoys working with a wide variety of people in many different situations
- Self-directed, self-motivated, strong analytical thinker

Benefits

We are a growing non-profit and expect this position to drive continued growth. PCs for People offers a fun, casual, and team-oriented working environment to our employees. Our benefits package includes health, dental, vision, paid time off, 401(k), and other company perks. The pay is starting at $17.50 an hour.

To Apply

Please send your resume to jobs@pcsforpeople.com. Use the following naming convention for attachments: Fname_Lname_Resume. Word or PDF documents are acceptable.

For more information see www.pcsforpeople.org or send an email to jobs@pcsforpeople.com.