



## **PCs for People – Part Time Warehouse Associate and Driver**

### **About the Company**

Since 1998, PCs for People has been a driving force behind digital inclusion efforts across the U.S. As a 501(c)(3) non-profit organization, our mission is to provide technology access that offers employment and educational opportunities to low-income individuals, families, and those with disabilities.

Through an unwavering commitment to the communities we serve, we have connected over 350,000 people in all 50 states and Puerto Rico to technology and recycled millions of pounds of electronics. Our services include free end-of-life IT asset management and certified data sanitization, technology refurbishing, computer distribution, computer repair, internet service, and technology education.

### **About the Role**

This role is located in Denver, CO 80207, from our Northeast Park Hill Community Technology Hub.

This part time position is responsible for collecting and processing donated computer equipment. It is expected that time will be split between:

- Driving box truck and collecting of computer equipment from business clients
- Organizing and moving inventory
- NAID (National Association for Information Destruction) compliance procedures

### **The position is also responsible for:**

- Manually loading and palletizing at client sites
- Moving inventory with pallet jacks and forklifts
- Organizing, sorting, and cleaning warehouse and inventory
- Ensuring compliance with donation acceptance criteria while on the truck and in the receiving area.
- Communicates effectively with donors regarding our processes, policies, and the mission of PC's For People
- Keeping accurate truck record
- Keeping the warehouse and donation center clean, organized, and safe.



- Other duties as assigned

## **Required Skills/Qualifications**

- Interest in computers and technology
- Passion for recycling and making a positive impact on your community.
- Truck driving experience
- Warehouse experience
- Strong communication skills
- Ability to lift 50+ pounds repetitively
- Ability to estimate and meet deadlines
- Possess the ability to have grace and humor under pressure.
- Enjoys working with a wide variety of people in many different situations
- Valid driver's license for 5 years and a 3-year, clean driving record.
- Be able to pass drug screening and background checks (for NAID certification)

This is a unique position with a growing non-profit. We have a casual, fun, team oriented environment. Candidates must be willing to undergo a background check, in accordance with local law/regulations.

Hours: Primarily **Wednesday to Friday between 9am-5pm** with ability to work on weekends and evenings if needed.

Pay: \$16.5 /hour

Work Location: One location at Community Technology Hub in Northeast Park Hill with some travel to our partner organization sites.

Expected start date is August 1<sup>st</sup> 2020. Candidate must pass a pre-employment background check.

PCs For People is an Equal Opportunity Employer. No person will be discriminated against in employment or benefits decisions because of race, color, religion, sex, affectional preferences, identity or expression, national origin, marital status, age, disability, veteran status or any other legally protected status.

**To apply send your resume and cover letter to [rmartinez@pcsforpeople.org](mailto:rmartinez@pcsforpeople.org)**

For more information about the organization, please check [www.pcsforpeople.org](http://www.pcsforpeople.org) out