



PCs for People – Warehouse Associate and Driver

About the Organization

PCs for People is a 501(c)(3) nonprofit that provides access to technology for low-income individuals and secure e-waste recycling for businesses. Our model consists of sourcing retired technology, refurbishing for reuse, distributing computers to our communities in need, and offer ongoing training and support.

Since 1998, we've become a national leader in digital inclusion by serving over 345,000 individuals, distributing 115,000 people with home computers, connected 96,000 households to the internet, and responsibly recycled over 7 million pounds of electronic waste.

About the Role

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

This full-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 PCs for People
- Keeping accurate truck record
- Maintaining supplies, tools, and equipment to ensure compliance and safety
- Recording inventory of incoming equipment



- Keeping the warehouse and donation center clean, organized, and safe.
- Receiving, storing, moving, and packing outgoing inventory
- 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)

Expected start date is as soon as possible. Candidate must pass a pre-employment background check.

Benefits

We are proud to offer these great benefits to our drivers:

- \$16 HR Starting Wage
- Attractive benefits package, including 401(k) with company contribution and medical. We also offer dental, vision, life, and FSA (after 30 days of employment!)
- Paid Vacation/ PTO
- Paid Training
- Year-round work



- Weekends Off

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 Monday-Friday between 9am-5pm with ability to work on some weekends and evenings

Pay: \$16 /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 as soon as possible. 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**

For more information about the organization, please check www.pcsforpeople.org out