**Job Title:** Program Associate

**Reports To:** The Program Associate reports to the Program Manager.

**Job Type:** Part-time, Temporary, Contract COVID-19 considerations: We are prepared to follow the safety standards put forth by the Centers for Disease Control and Prevention (CDC), along with working with our state health officials.

**Job Overview:** The Program Associate is responsible for pulling, packing, and shipping story kit orders daily, with a focus on accuracy and efficiency.

**Responsibilities and Duties:**

* Sort and organize books into pre-defined categories.
* Pull and pack story kit order based on listed preferences.
* Prepare packing labels for shipping.
* Accurately pack, seal, and label story kits for shipment.
* Enter completed shipments into a computer database.

**Job Requirements:**

* Qualified applicants must be at least 16 years of age.
* Reliable transportation is required.
* Knowledge of children’s literature is a preferred but not required.
* Attention to detail.
* Ability to demonstrate mature judgement and professional attitude.
* Ability to adapt and be ready to flex to any opportunity or challenge.
* Ability to follow covid-19 health, safety, and sanitation practices.

**Physical Requirements**

Ability to lift to 40 pounds, bend, stoop, climb stairs, reach shelving from floor level to 6 feet high, stand or walk for at least 1 hour at a time. Ability to work for 4-5 hours in a warehouse setting.