



Local Programs Assistant Job Description

MedWish International is a not-for-profit organization that saves lives and the environment by repurposing surplus medical supplies and equipment, while providing humanitarian aid to individuals and organizations that administer care to people in need, regardless of religious or political affiliation. Please visit www.MedWish.org to learn more.

POSITION

Reporting to the Local & Domestic Programs Coordinator, the Local Programs Assistant will work to increase the amount of supplies distributed locally and domestically through MedWish's Local & Domestic Giving Program, Alternative Recycling Program, and Reprocessing Program. The Assistant will need to understand MedWish's sorting and reprocessing policies and be able to accurately educate volunteers and staff on them. The Assistant will work with a wide variety of recipient populations, and will need to be able to manage these relationships to increase and improve MedWish's capacity to distribute supplies to each. The Assistant will also assist with the day-to-day operations of MedWish's Skill Building Program.

RESPONSIBILITIES: (The following are not designed to contain or be interpreted as an exhaustive list of all duties, or responsibilities required of the employee assigned to this job. Management retains the discretion to add to or change the duties of this position at any time.)

LOCAL & DOMESTIC GIVING

- Engage with potential recipients, explaining the MedWish model and generating new orders through direct communication to learn specific recipient needs.
- Prepare orders and manage interfaces supporting distribution operations.

REPROCESSING

- Sort surplus/expired high-end surgical items and sutures, and update excel spreadsheets of items.
- Contact reprocessing vendors, research new reprocessing vendors, and box/ship items based on their needs and wish lists.
- Occasionally host and assist reprocessing vendors when they visit MedWish.
- Arrange for a FedEx pick up.
- Utilize alternative opportunities to divert excess items, such as Biomedical cables and adapters, from landfills.

ALTERNATIVE RECYCLING

- Schedule alternative recycling recipients and handle check-out procedures.
- Track weight in alternative recycling log and inventory management software.
- Conduct outreach to spread awareness of the program and bring in new recipients. This may include phone calls, emails, distribution of flyers, mass appeals, and participating in fairs etc.
- Maintain the Alternative Recycling space and assist in oversight of Alternative Recycling volunteers.

SKILL BUILDING

- Build relationships with participating supervisors, individuals, and organizations. Work with them to determine appropriate activities for their groups and assist in the oversight of these projects.
- Identify operational needs at MedWish and suggest individuals or groups from the vocational programs to fill those needs.
- Manage their work to ensure accuracy and integrity in the application of their assigned projects.
- Prepare the supplies and activities for the groups before their arrival and clean up the spaces used following their departure.
- Based on participant feedback and measured metrics on the program, suggest and implement opportunities for growth and/or improvements.

SORTING

- Sort and bulk the following medical supply categories: Cardiac, suture and surgery.
- Follow, help improve, and strengthen MedWish's sort and bulk process, ensuring viability of products, appropriately categorizing like items, maintaining organization of sorting areas, boxing like supply items, counting boxed items, weighing and labeling boxed inventory.

GENERAL

- Assist with mission critical projects, donation drop offs, special events, and inventory audit.
- Assist with volunteer sorting.
- Maintain a clean warehouse and assist with facility maintenance and cleaning needs.
- Exhibit conduct that reflects MedWish's core values.
- Conduct the monthly Safety Audit at least once per year.
- Follow MedWish's health and safety protocols and standards, and promote a safe and productive work environment for all staff, volunteers, and visitors.

REQUIREMENTS

- High school diploma or GED required.
- Background in volunteer management, medicine, special education, public policy, nonprofit work, manufacturing, and/or sales helpful.
- Strong English written and oral communication skills with outgoing and patient demeanor.
- Strong computer skills (email, Internet research, Microsoft Office programs, and Google Apps).
- Excellent people skills and the ability to work with diverse stakeholder population.
- Flexibility to work Saturdays and possible rare evening hours.
- Flexible and a self-starter, able to multi-task while also being willing to "roll up the sleeves" and get tasks done.
- Personal qualities of integrity, credibility, and dedication to the mission of MedWish.
- Ability to work in diverse climates, both hot and cold.
- Willingness and ability to pay attention to detail
- Medical background helpful, but not required
- Must pass a background check and drug screen

PHYSICAL REQUIREMENTS

- Must be able to sit, stand, and see on a constant basis.
- Must be able to walk, write, and type on a frequent basis.
- Must be able to bend, carry, reach, push, and pull on an occasional basis.
- Ability to lift 40 pounds.
- Ability to work on your feet for an extended amount of time (5-6 hours per day).
- Ability to succeed in a fast-paced, non-traditional work environment.
- Ability to work in diverse climates, both hot and cold.

JOB TYPE: Hourly, Non-Exempt

SCHEDULE: 36 hours per week | Tuesday-Friday 8am-5pm

To apply, please email your resume and cover letter to kfoster@medwish.org and complete the [MedWish online application form](#).