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**Title: Distribution Specialist**

**Reports to: Processing & Distribution Manager**

**Primary Function:**

Bernie’s Book Bank is looking for an enthusiastic and dedicated team player to serve as a Distribution Specialist. We are looking for candidates who are passionate about our mission to significantly increase BOOK OWNERSHIP among at-risk infants, toddlers and school-age children.

**Essential Job Responsibilities:**

* Work with Senior Distribution Staff to complete regular distributions of books
* Assist in the overall operation of our processing center (clean, run errands, organize, etc.)
* Assist in other assignments as needed

**Requirements:**

* MUST have and exude an exceptionally positive, “I CAN” attitude and be self-motivated
* MUST demonstrate an understanding of the value of relationships as the lifeblood of Bernie’s Book Bank
* MUST represent the following qualities: problem-solver, strong work ethic, fast-paced, flexible, responsible, communicative, organized, personable, multi-tasker
* Demonstrate the ability to safely operate cargo vans & box trucks (no special license required)
* Working knowledge of GPS systems, Google applications and texting
* Willingness and ability to work with administrators, volunteers and interns to facilitate and coordinate the execution of the responsibilities associated with this position.
* MUST be available Monday-Friday, 8:00am-4:30pm
* MUST be willing to work some weekends and Holidays
* Clean driving record and acceptable background check results

**Working Conditions/Physical Demands:**

While performing the duties of this job, the incumbent will typically be working in a warehouse environment and operating a vehicle. Will be required to see, hear, and touch on a regular basis. Must be able to lift 75 pounds unassisted as may be needed to help move or load books. At times, may be required to work within the processing center.

Reasonable accommodations may be made for individuals with disabilities to enable them to perform the essential job duties.

Bernie’s Book Bank is located at 28101 N. Ballard Drive Unit A, Lake Forest, IL 60045

No phone calls, please. Please send cover letter and resume to: scott@berniesbookbank.org