



Job Title: Equipment and Shipping Manager

Terms: Part-time or Full-time, 30 - 40 hours/week

Location: Bozeman, MT

Salary: \$48,000-\$50,000, based on 1.0 FTE

Benefits provided: Health, dental and generous Paid Time Off

Summary:

Reporting to the Program Director, the Equipment and Shipping Manager will be responsible for the management of all Casting for Recovery (CfR) equipment, gear, retreat supplies and online store merchandise. An excitement for serving women with breast cancer is required. Fly fishing experience and familiarity with fly fishing equipment is preferred. CfR offers a fun, fast-paced work environment with a flexible, team-oriented approach. The ideal candidate will have a strong attention to detail and excellent written and verbal communication skills.

Duties and Responsibilities:

- Gear/Equipment
 - Manage, maintain and distribute CfR retreat gear, equipment and retreat supplies to 55 retreats nationwide. Retreats take place from March - November. Items include but are not limited to: waders, boots, rods, reels, first aid kits, instructional booklets and CfR schwag and promotional materials.
 - Manage busy shipping/receiving schedule for retreat gear and supplies.
 - Work closely with staff program managers and volunteers nationwide to ensure accuracy of shipments.
 - Coordinate cleaning of returned gear and equipment. Refill and/or reorder used or damaged items.
 - Manage UPS account and SendPro - Pitney Bowes online account.
 - Manage and conduct year-end gear/ equipment inventory and usage report.
 - Assess and make recommendations on gear and equipment needs for budgetary purposes.
 - Manage and update, as necessary, Retreat Gear Request form used by volunteers nationwide.
 - Create, manage, track and fulfill promotional orders from vendors to CfR
 - Build volunteer retreat leader folders.
 - Complete and maintain Packing Lists for all retreats.
- Store Merchandise (Online and In-office)
 - Work closely with the development team on the online store assortment and the ordering of products.
 - Manage online store inventory and order fulfillment using online e-commerce platform.
 - Provide exemplary customer service with each order.
 - Prepare for busy holiday shopping and shipping season.

- Miscellaneous
 - Fulfill CfR brochure requests
 - Order shipping supplies, first aid kit contents, other retreat consumables.

Requirements:

This position is a diverse blend of semi-physical labor (packing boxes, cleaning gear, etc.) and administrative work. The right candidate will have the physical ability and interest to maneuver boxes and be on their feet some of the time, and have the skills and interest to be behind a computer working on spreadsheets and emails some of the time.

To Apply:

Please send a resume and cover letter to faye.nelson@castingforrecovery.org.