



Digi-Bridge Operations Coordinator (Part-Time)

Digi-Bridge sparks interest and persistence in STEAM learning, ensuring students in under-represented communities have access, opportunities and skills to succeed in a rapidly changing world. Since 2015, Digi-Bridge has been providing K-8 scholars throughout Mecklenburg County with STEAM learning experience serving more than 15,000 students and forty partner schools.

Position Summary:

The Operations Coordinator will join the Operations team led by the Operations Manager. This position will be responsible for the following:

- Volunteer Event and School Programs Materials Management (80%)
- Inventory Management (10%)
- Volunteering Event Execution Support (10%)

Position Details:

- Employment Type: Part-Time
- Location: On-site at Digi-Bridge Office (920 Hamilton Street)
- Pay: \$22/hour
- Ideal Hours: Flexible with availability but preference between 9am-3pm
- Ideal Start Date: August 18 or August 25, 2025
- Supervisor: Operations Manager

Major Responsibilities:

Duties include but are not limited to:

- **School Program and Volunteer Event Materials Management**
 - Lead the process of sourcing and ordering all materials through a variety of vendors
 - Maintain supply budget spreadsheets to ensure cost savings
 - Receive orders and packages and organize flow of deliveries
 - Package all materials needed for program/event to ensure successful program/event execution
 - Assist with delivery of curriculum bins to schools as needed
 - Create and manage communications system with staff to inform on supplies inventory
 - Anticipate supply needs during increased usage times
- **Inventory Management**
 - Manage Digi-Bridge on-site supplies inventory for school programs and volunteer events
 - Keep materials organized for efficiency
 - Create and maintain systems for organization of supplies
- **Volunteer Event Support:**
 - Determine volunteer needs for supplies organization
 - Prepare and package supplies for upcoming volunteer events
 - Assist with volunteering events with emphasis on material management and logistics support (as needed)
 - Provide kit quality assurance checks after completion of volunteer event
 - Manage STEAMKit inventory, to include assisting with distribution out to the community

The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities of this job. Other duties may be assigned. This job description may be changed to include new responsibilities and tasks or change existing ones as management deem necessary.

Qualifications Necessary:

- At least 2 years working in a professional setting
- Experience in education, youth programs, or curriculum development preferred but not required
- Experience working with set budgets required
- Excellent organization skills
- Exceptional verbal and written communication skills, demonstrated ability to communicate effectively with all levels of management and staff, strong attention to detail
- Comfortable with working Google Suite (Google Sheets, Google Docs, and Gmail) and a willingness to learn new technologies. Previous exposure to project management software is a plus.

Skills/Behaviors We're Looking For:

- **Extremely organized:** You thrive by making things as organized as possible. You have systems to keep track of items and can communicate your systems to others so things work efficiently and smoothly.
- **Detail-oriented:** No detail is too small in your eyes. You have systems which aid in your execution and prioritization of projects and tasks and you are able to work across teams and people to see a project from start to finish.
- **In relentless pursuit of our mission:** You show up every day excited and energized about Digi-Bridge's mission and vision for the future. You are able to share that passion and inspire others (students, facilitators, principals, donors, volunteers, etc.) to take action with you.
- **Data fuels you:** You take a data-driven approach to problem solving, analysis, and excel at driving results to hit plans and targets.
- **A fast learner:** What you don't know, you spend time on to learn. You seek resources and opportunities to further develop your knowledge and skills.
- **Adaptability is key:** In a startup nonprofit, the ability to stay flexible and adaptable to changes in the work environment, program outline, etc. is critical. Our teammates approach change, disruption, delays, or pivots with an open mind and eye for solutions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to lift and/or move up to 50 lbs. Employees must be able to stand for extended periods of time. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear.

Compensation and Benefits

This is a part-time, year-round position estimated at 30 hours/month (7-10 hours per week.) There is a potential for there to be an increase of hours during busy weeks and those will be planned in advance. Benefits such as PTO, QSHERA, 401K, etc are not available to this part-time position.

Digi-Bridge will provide equal employment opportunities without regard to race, color, gender, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity.

To apply, please send your resume and a brief introduction to info@dig-bridge.org by July 25, 2025.