



Purchasing Coordinator

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Business
Reports To:	Business Manager, Bookkeeper
Position Classification:	Long-Term Volunteer
Length of Service:	1+ year commitment

POSTION SUMMARY

Orders all items for the Village. Provides various support to the Business Team.

MAJOR FUNCTIONS (principal duties and responsibilities)

Specific responsibilities include but are not limited to the following:

- Communicate frequently with vendors and with other Village staff members to find the items needed and ensure all departments have the supplies they need for each season, special events, work areas, etc.
- Purchases goods, materials and services in support of all Holden Village Teams through email, phone and directly from vendor websites. Requests quotes and negotiate with suppliers
- Clarify orders and items with village staff and get order authorization and signature from managers.
- Receive all orders in the village, ensure orders are complete and timely, and transfer to items to the appropriate departments.
- Track, maintain, expedite, and manage the purchase order process, according to approval requirements.
- Check shipments for accuracy in product, quality, quantities and price against purchase orders, packing slips, and invoices. Ensure all orders are complete and problem-solve ordering issues.
- Maintain an electronic record/filing system of requests and orders.

- Research past purchases new products, if not specified by the individual requesting the item.
- Create purchase orders in Quickbooks.
- Assist the Holden Store Lead with planning and placing merchandise orders.
- Follow up with suppliers to resolve material receipt discrepancies and order issues
- Resolve invoice issues both internally with accounts payable and externally with vendors.
- Look for opportunities to consolidate purchases to maximize buying power.
- Establish and develop relationships with key suppliers.
- Develop and support a sustainable purchasing policy.
- Provides additional support to the Business Team as able.

KNOWLEDGE AND SKILLS REQUIREMENTS

Specific knowledge and skills include but are not limited to the following:

- Strong skills with the internet, online purchasing and product research.
- High level of accuracy and attention to detail
- An interest in and comfort with working with numbers.
- Experience with or willingness and ability to learn Quickbooks.
- Proficiency with Google Suite, Microsoft Office Excel, Word and electronic filing.
- Initiative and strong problem-solving skills.
- The ability to purchase items responsibly, with discernment and in a fiscally responsible manner that supports Holden Village's mission and vision and strategic plan.
- Willingness to support the Business Team as needed in Registration, the Store or in Accounting, or on other Teams as needed.
- High school diploma with experience in purchasing and vendor management or college student/graduate with business experience in a customer service role.
- Excellent mathematics skills.
- Organized and able to track multiple priorities and deadlines.
- Customer service mindset with a sense of urgency.
- Ability to interact positively with people at all levels and in all capacities, i.e. suppliers, guests, volunteers, multiple managers, executive directors.
- Self-motivated with ability to work with minimal supervision.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working in the Holden Village community)

Long-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.

- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.
- Commits to staying up-to date on all required vaccinations, including COVID-19.

Seasonal/Short-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Commits to staying up-to date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend
- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Completion bonus and health insurance grace period upon completion of term, equivalent to the length of term.
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!