



Community Navigator Project Manager

Diaper Bank of North Carolina's (DBNC) mission is to strengthen families by providing a reliable and adequate supply of diapers to families in need in North Carolina. We work with an incredible network of 65+ social service agencies to reach more than 10,000 families monthly with the 500,000+ diapers and other baby and hygiene items that help keep children healthy in their early years. Founded in 2013, the Diaper Bank has distributed more than 24,000,000 diapers in the last 11 years.

WHY YOU WANT THIS JOB:

Just like everyone at Diaper Bank of North Carolina, you believe:

- Changing babies changes lives.
- In the overall success of our organization and all our programs.
- We can create, through actions large and small, collective and individual, a community in which families have all they need to thrive.
- That strong, caring community outreach makes our region better.

The Diaper Bank of North Carolina is seeking a **Community Navigator Project Manager** to help realize our mission to increase awareness of and access to essential hygiene items to promote dignity, health, and quality of life for the people of North Carolina.

ABOUT THE ROLE:

We're working with under-resourced communities, meeting families where they are in order to distribute essential hygiene products more equitably. This role ensures we have the relationships and operations to do this well.

Reporting to the Chief Operating Officer, the Community Navigator Project Manager builds strong, authentic relationships with partners in under-resourced housing communities, prepares products, coordinates with other specialists, and manages distribution. This critical role enjoys working with people, is highly organized, responsive to the voices and needs of those most impacted by lack of access to basic hygiene products and those living and caregiving in poverty.

The Community Navigator Project Manager is a team player, loves to roll up their sleeves, and takes great satisfaction in a job well done. This role requires outstanding written and verbal communication skills, a keen listening ear, and a compelling voice. The Community Navigator Project Manager is exceptionally attuned to details, never misses an email, and is quick to generate solutions and efficient systems.

This role cares deeply about having a tangible positive impact in the community.

Key responsibilities:

- **Relationship building.** Build durable, authentic, trust-filled relationships with community leaders, understand their needs and usher resources to help them meet them. Connect with individuals and build alliances among a wide range of people. Form alliances among various communities.
- **Project management.** Have command of multiple projects, anticipate obstacles, identify and involve people appropriately. Use resources wisely.
- **Distribution.** Create the systems necessary to prepare orders for distribution. Ensure accurate counts and quality control. Expediently distribute products to under-resourced housing leaders and communities.
- **Communications.** Ensure timely, accurate and warm communications. Be a strong listening and empathic ear as well as a clear, compelling written and oral communicator. Choose effective methods of communication and nurture a culture of trust among others.
- **Coordination.** Communicate with other specialists to ensure a coordinated effort.

Qualifications + Competencies: *How do you know this job is for you?*

- **You enjoy working with people on the ground,** where the need is, and where the most intimate and proximate understanding is. You honor and respect how differently people operate and communicate and can meet others where they are.
- **You're an outstanding communicator.** You have excellent written, verbal, and interpersonal communication skills, choosing the best medium for the audience. When you speak, others listen, and when speaking to you, they feel heard.
- **You think outside of the box.** You have a high level of initiative and outstanding problem-solving skills. You are responsive to and guided by the needs, demands, and dreams of the community. You have a bias towards action and stay optimistic about the work in front of you. You are comfortable driving the direction of your own work and outcomes. You are comfortable in ambiguity yet know when to pull in your manager and others in for support.
- **You collaborate with joy and ease.** You're a strong collaborator who works well independently and on projects with others.
- **You are not afraid to roll up your sleeves.** There's no job too small; you support the team in the warehouse or in the field.

- **You are highly organized.** You are a pro when it comes to organization and sustainable systems. You have organizational habits that keep you from missing an email and are sustainable for the long term. You're quick to respond and can prioritize the most important emails and phone calls. You do not drop balls.
- **You are a justice seeker.** No matter the seat on our team, every leader at The Diaper Bank shows a personal commitment and responsibility to address the systemic issues of Racism as well as Sexism, Ableism, Homophobia, Ageism, Classism, and other forms of bigotry in pursuit of social justice, health justice, and equity.

PICTURE THIS: WHAT WOULD THE WORK LOOK LIKE IN THE FIRST 90 DAYS?

- You'd spend your onboarding getting to know our team, people, systems
- You'd get to know yourself and how you and your work fit into the bigger picture of the mission and vision of the NC Diaper Bank
- You'd engage in all-team learning and connection
- You'd reach out to our under-resourced leaders and other relevant partners in the community
- You'd build a project plan for relationship-building and distribution
- You'd create a list of possible coordinated efforts based on already gathered information
- You'd gather additional information on aligned partner organizations and resources

REQUIREMENTS:

- Pass a background check
- Must be able to lift 50lbs
- We will prioritize those with experience living or working in and with communities with high rates of poverty
- Spanish bilingual is a plus but not a requirement
- Interest in learning or ready skill in driving a van is a plus but not a requirement

If this excites you, but you don't meet all the requirements, we still want you to apply!

Salary range: \$35,000 - \$45,000, Health Insurance, Vision, Disability, Paid Paternal Leave, Flexible Leave.

Does this sound like you? Apply today! Send the following package of information to info@ncdiaperbank.org with "Community Navigator" in the subject line along with the following. *Incomplete applications will not be considered.*

1. Cover letter
2. Resume
3. References (2-3)

