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TomTod Ideas

tomorrow's ideas from
today's middle schoolers

LOGISTICS JUGGLER JOB DESCRIPTION

Focused on Programmatic, Administrative / Organizational and Volunteer Support

Position Classification:	Part-Time / 20 hours per week Non-Exempt
Reports to:	Senior Operations Lead
Direct and Indirect Reports:	None
Salary Range:	\$16 - \$20 per hour based on experience
Location:	In Office / Canton, Ohio

TomTod Ideas takes a whole-team approach to diversity, equity, and inclusion practices and is an equal-opportunity employer. As we seek new team members, we welcome the meaningful contributions you might bring in terms of your education, perspective, race, culture, ethnicity, gender identity, national origin, disability, veteran's status, age, or religion.

empowering middle school students to explore and launch ideas
that put empathy and imagination into action



LOGISTICS JUGGLER REQUIREMENTS

Any TomTod staff member should possess the following “Behavioral DNA”:

- Demonstrates passion for and contributes to the mission, vision and values of TomTod.
- Is as a self-starter with pronounced self-discipline and self-direction.
- Is committed to his or her own professional development.
- Is a team player who readily collaborates and interacts with a variety of constituents. (educators, middle schoolers, parents, volunteers, board members, funders, co-workers, etc.).
- Is able to operate in an open office environment with a diverse set of challenges, balancing multiple tasks simultaneously while prioritizing intuitively.
- Values a team culture that emphasizes excellence, experience, and empowerment.
- Is a creative and innovation-oriented thinker.
- Is proactive and mature in dealing with conflict, personnel issues, and community engagement.
- Adjusts to and implements new systems and tools.
- Speaks, writes and otherwise communicates professionally across diverse groups.
- Supports organizational funding initiatives.
- Participates in programs outside of the normal workweek when requested, to include evenings and weekends.
- Utilizes reliable transportation in order to carry out duties.
- Can lift and carry up to 30 pounds.

The Logistics Juggler will have these basic credentials:

- A minimum of 2 years of dedicated experience in either administrative or operational support.
- Significant experience with Google Workspace, Microsoft Office or similar word processing, spreadsheet and project management apps and software.
- Familiarity with donor management software or CRM.
- Familiarity with basic financial management systems.
- Evidence of continuing education interest.
- Impeccable references from previous employers.

Stellar candidates will have the following:

- Demonstrated ability to anticipate the needs of the team.
- Ability to balance professional demeanor, diplomacy and discretion within a lively, collaborative setting.
- Experience as an “early adaptor” of technology trends.
- Ability to balance urgency vs. importance and coach team members on same.
- Meticulous attention to detail.



LOGISTICS JUGGLER RESPONSIBILITIES

The Logistics Juggler reports to the Senior Operations Lead and works alongside the full TomTod Team to support the vision, mission and values of TomTod. Specific tasks include, but are not limited to:

- Support the mission and vision of TomTod Ideas by creating, refining, and/or implementing organizational systems.
- Provide administrative and logistical support to the Executive Dreamer, to include:
 - Fund development initiatives, including GiveButter (donor platform) maintenance, customer service, event support, campaign support, and donor communications
 - Board-related tasks
 - Ensure accuracy and consistency across all contact lists to include Givebutter, MailChimp, and the Community Opt-In Database
 - Research and ensure effective use of apps and software such as Asana, Canva, Gemini, Google Suite, JotForm, Slack and Zapier
 - Collect meeting tasks and follow up items from Leadership Core at end of each day
- Provide administrative and logistical support to the Senior Adventure Lead to include:
 - Camp registration
 - Preparation of items for event information tables and ensure return of same
- Provide administrative and logistical support to the Senior Operations Lead to include:
 - Maintaining orderly and supportive office environment
 - General administrative and logistical support
 - Meeting preparation and record keeping
 - Planning, execution of and follow up with team functions and events
 - Manage incoming and outgoing calls
 - Assist with internal and external communications, to include Huzzah cards, thank yous, camper birthday cards and bulk mail
 - Oversee postage accounts, ensure accuracy of payments
 - Maintain adequate supplies of toner, paper, envelopes and office supplies
 - Assist with ordering and maintaining program supplies
 - Assist with cultivation of and communication to volunteers