



**Job Title:** Warehouse & Inventory Coordinator

**Updated:** 02/08/2023

**Reports to:** Laura McElrath (VP Operations); Nino Colla (Project Manager)

**Work Location:** Akron Marathon Charitable Corporation, 155 E Voris Street, Akron OH 44311

**Job Type:** Part-Time/Seasonal- May 1, 2023 – October 12, 2023

**Summary:** Assist with operational projects associated with the Akron Marathon Race Series events including Warehouse inventory & supply organization.

- **Event Support**
  - Serve as assistant to Operations Team.
  - Assist in sourcing supplies and coordinating orders/deliveries.
  - Assist in the inventory of race day equipment and pick-ups.
  - Assist with errands and signage orders.
  - Assist on race weekends with managing supplies.
  - Assist with trussing build.
- **Signs and Supplies**
  - Organize and inventory of all signs & banners.
  - Manage master signage checklist.
- **Inventory**
  - Assist with organizing and inventory of all supplies.
  - Manage master inventory checklist.
- **Race Week Tasks**
  - Assist with supply pickup and delivery.
  - Assist with supply distribution and collection.
  - Assist with event setup and tear down.

**Requirements:** Position involves warehouse work requiring lifting, mobility, and forklift operations. Candidate must supply own transportation.

**Schedule:**

5-10 hours / week with longer hours during race weekends.

**To Apply:**

Interested and qualified candidates should email resume to [info@akronmarathon.org](mailto:info@akronmarathon.org)