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INVENTORY COORDINATOR: CANMORE

Fast and Female is seeking an Inventory Coordinator to join our core team and provide support to program operations. We want someone who will be an active member of the internal culture/operations team; support and enhance program planning and delivery and contribute to organizational initiatives and goals. We are looking for someone who is self-motivated, extremely organized, detail-oriented, and is highly dependable. Our team thrives on communication, teamwork, and commitment to our shared values and mission. Previous Fast and Female, small team, event planning, sales, and remote work experience are assets.

WHAT IS FAST AND FEMALE?

- Fast and Female is first and foremost a **social change** movement that is bigger than all of us. We believe that girls are limitless, they will lead and succeed, and sport role models are the ultimate empowerment vehicle. We are a community 700-strong of role models across North America who value **inclusion** and **empowerment** for girls. We have joined this movement to have **fun** while leading social change and to share our message of authenticity with the girls: “**Be You. Be Real.**”
- Fast and Female is a registered charity led by two friends, athletic rivals, and moms who happen to be Olympic Gold Medalists: Canadian Chandra Crawford and American Kikkan Randall. Fast and Female’s mission is to keep girls healthy and active in sports. We do this by introducing self-identified girls ages 8-18 to inspiring athlete role models through empowering programming all over North America.

OUR VISION

- A positive, empowering culture for all girls in sports.

OUR MISSION

- Keep girls healthy and active in sports.

ROLE

- Inventory Coordinator
- Reports to Program Manager

KEY GOALS

- Our programming is all over Canada but Fast and Female coordinates most of them remotely. We hire and train local coordinators in each geographic location to plan and execute events but most Fast and Female inventory for events and retail are stored in Canmore, AB. The role consists of responsibilities related to Fast and Female inventory. The candidate is accountable for supporting Fast and Female operations and inventory through various roles which include



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but are not limited to; managing the Canmore inventory space, completing associated tracking and reporting tasks and documents, sending and receiving inventory to and from events and vendors, transporting inventory to regional locations, and branding support.

ACCOUNTABILITIES

- General Inventory Management + Additional F&F Tasks
 - Use Inventory tracking spreadsheets and Square to track and record inventory counts on a regular basis as items are shipped, received, sold, and gifted.
 - Provide insight to Manager as to quantities of products and potential need for re-ordering
 - Manage and organize all inventory in the Canmore Storage Space. Responsible for ensuring security of F&F inventory and restricting access to storage space
 - Keep storage tidy and organized
 - With core Team, develop mechanisms to increase the efficiency of inventory tracking and merchandise storage
 - Count inventory at the end of each quarter using CRA-approved recording practices
 - Collect Fast and Female mail from the post box at 100-1995 Olympic Way, Canmore, AB on a weekly basis and mail/courier items to Financial lead in Calgary on a bi-weekly or monthly basis.

- Event Inventory
 - Event inventory shipping and receiving on an event-by-event basis
 - Work with Event Manager and Event Support Coordinators to determine what items are needed for events
 - Count and pack items in the Canmore Storage Space and update master inventory trackers and event inventory sheets
 - Ship via Canada Post or UPS using the most cost-effective methods possible (bulk shipping, early dates, etc.)
 - Communicate shipping details and tracking numbers
 - Receive leftover event items and various shipments from Fast and Female's mailbox (100-1995 Olympic Way, Canmore, AB T1W1Z4)
 - Support key Fast and Female retail sales events
 - Assist in coordinating contractors and volunteers for merchandise sales events
 - Prepare merchandise for merchandise sales events
 - Ensure that all items are checked for damage upon return to storage space

DESIRED KNOWLEDGE & SKILLS

- Retail sales experience
- Spreadsheet management a requirement (Excel)
- Basic accounting
- Strong communication skills



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DESIRED WORK STYLE

- Strong ability to work independently
- Team Player
- Attention to details
- Speedy work approach
- Can-do attitude
- Flexible mindset
- Honest
- Dependable

WORK ARRANGEMENT

- Location: Canmore, Alberta
- Part-time employment
- Work on a need basis (requires a highly flexible candidate)
- Must be willing to work on weekends and evenings on occasions
- Must have a car to move inventory as needed