Distribution Associate, Full Time

Help optimize health outcomes for medically fragile babies while working in a positive, collaborative, and dynamic environment! The nonprofit Mid-Atlantic Mothers' Milk Bank is seeking a Laboratory Specialist to join its Lab Team. Given the unique nature of what we do, candidates from a variety of backgrounds will be considered. Education or experience in science or food production is required. Training is provided. New graduates are encouraged to apply.

About the Mid-Atlantic Mothers Bank: Our nonprofit organization collects milk from carefully screened volunteer donors (milk donors are our heroes!). The donated milk is tested and pasteurized before it is distributed to neonatal intensive care units (NICUs) and outpatients with medical needs across PA, WV, MD, NJ, and DE. Housed within the milk bank, is the nonprofit Human milk Science Institute and Biobank (humanmilksamples.org) which works to bring down the barrier to human milk science by providing researchers with samples and data. The internal research of the milk bank is also done through the biobank.

Position Summary:

Reporting to the Director of Operations, the Donor Milk Distribution Associate performs duties pertaining to the distribution of pasteurized donor human milk in conjunction with the other members of the Distribution team.

Core Responsibilities:

- Answering and triaging calls for the Distribution Department
- Monitoring order requests
- Batch selection for fulfilling hospital or outpatient orders
- Filling and packing hospital and outpatient donor milk orders
- Coordinating courier pickups and shipping
- Managing inventory
- Intake of new outpatients and new hospital accounts
- Co-ordination of depot and dispensary outgoing shipments
- Ordering boxes and shipping supplies
- Monitoring of freezer/refrigerator alerts
- Outreach to hospitals, clinicians, and organizations
- Communication with hospitals, dispensaries, and outpatient families
- Assist Business Manager with insurance and charitable care program tasks
- Other duties, as assigned.

Secondary Duties

All staff members are cross trained in another milk bank department (screening, lab, biobank, or administration) to assist as needed. Determination of additional team will be based on the employee’s experience, background, and education.
Education:

Minimum of Associate or Bachelor’s degree preferred. Other combinations of education and experience will be considered.

Experience and Skills:

- Excellent organizational skills with exceptional attention to detail
- Excellent communication skills
- Customer service experience helpful
- Proficiency in Microsoft Office (Excel and Word)
- Food Handler’s safety training required (provided)

Additional Requirements:

- Enthusiasm for the mission of Mid-Atlantic Mother’s Milk Bank
- Ability to work well with others/teamwork
- Self-motivated, but can take direction from others
- Willingness to learn new skills and facets of the organization

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stand for long periods of time.
- Ability to lift 40 pounds.
- Speaking, hearing and visual acuity.
- Verbal and written English communication skills.

Work Hours: Monday through Friday, 8:30am to 4:30pm

Salary Band: $19 to $22 per hour

Work Location: 3127 Penn Avenue Pittsburgh, PA 15201

Benefits:

- Paid time off
- Healthcare Stipend
- Retirement (Simple IRA match)

Learn more about lifesaving donor milk at www.midatlanticmilkbank.org

Mid-Atlantic Mothers' Milk Bank is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic.
protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. MAMMB’s policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.

**COVID-19 Considerations:** The milk bank follows all CDC and state recommendations to stop the spread of COVID-19. Staff are required to be vaccinated. Exemption process in place for those who cannot be vaccinated for medical or religious reasons.