



Donor Milk Intake Associate, Full-time, Daylight

Full-Time | Daylight | \$17–\$21/hour

Location: 3127 Penn Avenue, Pittsburgh, PA 15201 (Free parking available)

Make a life-changing difference for medically fragile babies in a mission-driven, collaborative, and supportive workplace.

The nonprofit Mid-Atlantic Mothers' Milk Bank, provides lifesaving donor milk to neonatal intensive care units and medically fragile outpatients across PA, WV, NJ, MD, and DE, is seeking a Donor Milk Intake Associate to join our dedicated team. No prior milk banking experience is required and training is provided. We welcome candidates from a variety of backgrounds.

Position Overview

Reporting to the Donor Screening Manager, this entry level role is responsible for the intake of donated human milk and coordination of related shipping, inventory, and data management. You will work closely with our Donor Screening, Lab, and Distribution teams.

Core Responsibilities:

- Prepare and ship cooler boxes for milk donors
- Co-ordinate shipments of milk from milk depot host facilities to the milk bank
- Receive and unpack incoming milk shipments
- Receive milk from local donors dropping milk off in person
- Inspect and log bags and bottles of donated milk into the database and barcoding system
- Manage the inventory of boxes and shipping materials
- Other duties, as assigned.

Secondary Responsibilities

- Assist the Distribution team with fulfillment of orders from hospitals and outpatients
- Support of the Lab team

Education:

High School Diploma required

Experience:

- 2 years of work experience preferred. Experience in customer service, order fulfillment, shipping, pharmacy, or food production especially helpful
- Excellent organizational skills with exceptional attention to detail. Accuracy is extremely important
- Professional, effective, and compassionate communication skills
- 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
- Willingness to learn new skills and facets of the organization
- Ability to collaborate with others and work effectively and professionally in a team environment

Physical Requirements:

- Ability to stand for long periods of time
- Ability to lift up to 50 pounds
- Speaking, hearing and visual acuity
- Verbal and written English communication skills

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

Salary: \$17 to \$21 per hour

Work Location: 3127 Penn Avenue Pittsburgh, PA 15201; Free parking available in the adjacent lot

Benefits:

- 15 days or Paid Time Off (PTO) plus 11 paid holidays annually
- Health Coverage (ICHRA)
- Dental Plan
- Retirement (Simple IRA match)

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.

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