



Volunteer Role: Mail & Merch Coordinator

Reports to: XRAY Development Manager

Hours: Availability 1-2 hours twice monthly

Location: XRAY Office, 5415 N Albina Ave, Portland

Primary Purpose:

- Managing outgoing mail on a regular basis, including thank you cards to new members and merch orders.

Essential Duties and Responsibilities:

- Write and mail thank you cards to those that make a donation to XRAY as accumulated over a 2 week period, with names, addresses, and context given by Development Manager.
- Create shipping labels and package merchandise to be mailed out for member thank you gifts and/or store orders.
- Keep track of ongoing merchandise and mailing supplies inventory within existing tracking systems (spreadsheets).

Other Duties and Responsibilities:

- If desired, after large fundraising campaigns (i.e. fund drives in April and October) this role may have an increased role in coordinating a larger group of volunteers to write thank you cards, lead merchandise packing parties, and reconcile fulfillment lists and inventory.

Minimum Qualifications and Experience:

- Familiarity with USPS shipping rules and procedures a plus.
- Familiarity with Google Suite and/or AirTable software tools is a plus, but not required.
- Ability to lift small packages weighing under 5 pounds.
- Availability on a recurring weekday (after business hours is fine).

Please Note: This role requires being physically present at XRAY's Office in the Falcon Art Community with a staff member on a regular weekday of your choice. Unfortunately, our office is not ADA accessible, requiring a small flight of stairs, and the physical nature of shipping merchandise necessitates the role being in-person-only.

This position is a volunteer role with XRAY.fm and is not eligible for compensation nor does it constitute a position on staff at XRAY.fm