



# Volunteer Position Description

*We are strong and successful because of the leadership and talents of our volunteers.*

## INVENTORY MANAGER

**WORKS WITH THE DIRECTOR OF PROGRAMS AND OPERATIONS**

**VOLUNTEER POSITION, AVERAGE OF 2-4 HOURS PER MONTH**

20 Liters tackles the clean water crisis with our sleeves rolled up. We don't just advocate, educate and raise funds, we get to work producing the long-lasting, innovative filter technologies that provide sustained access to clean water for millions of people around the world.

Inventory Managers help us meet our goals by tracking our filter build tools and materials and assisting with processes for ordering, receiving and restocking new materials.

### TASKS AND ASSIGNMENTS

- Perform a detailed inventory on a monthly basis (or as scheduled with other Inventory Managers)
- Assist with projecting inventory needs based upon scheduled build events
- Assist with ordering and restocking materials
- Assist with arranging for completed filters to be sent out
- Attend committee meetings as scheduled

### SKILLS AND ABILITIES

- Attention to detail
- Organization and systems thinking
- Planning and forecasting skills
- Basic computer skills: email, internet browsing, documents, spreadsheets

### OPPORTUNITIES AND BENEFITS

- Hone your organizational skills
- Meet other volunteer leaders, humanitarians, and professionals
- Learn new strategies, skills and methods
- Learn about the global water crisis
- Make dirty water clean for the most vulnerable

### INTERESTED?

Send an email to [info@20liters.org](mailto:info@20liters.org) and we'll start the conversation.