



Supply Associate Job Description

Job Title:	Supply Associate
Wage:	\$15 per hour <i>We anticipate an average of 2 to 10 hours per week, depending on DfGI Resource Shop needs.</i>
Classification:	Non Exempt <i>This is a part-time, non-exempt position paid on an hourly basis. Employees will be compensated at their standard hourly rate for hours worked. Overtime pay will apply only when hours exceed 40 in a single workweek, in accordance with federal law.</i>
Location:	Onsite, North Salt Lake City UT (This is not a remote role)
Reports to:	Global Programs Director

About the Organization

Days for Girls International (DfG) is an award-winning non-profit that has reached more than 3.5 million women and girls in 145 countries on six continents with quality, sustainable menstrual care solutions, and menstrual health education. We operate a hybrid model of entrepreneurship and volunteerism, increasing access to menstrual care and education by developing global partnerships, cultivating social enterprises, mobilizing volunteers, and developing innovative solutions that shatter stigmas and limitations for women and girls around the globe.

Our core values guide everything we do, including hiring decisions. They are:

- Wisdom: honors those who we serve and with whom we serve
- Gratitude: integrates into all areas of our operations
- Collaboration: prioritizes responsiveness and flexibility
- Seeks to learn: through an entrepreneurial spirit of innovation and creativity

DfG is an equal-opportunity employer that values diversity, equity, and inclusion. We do not discriminate on the basis of race, ethnicity, religion, national origin, sexual orientation, gender identity, age, marital status, veteran status, or disability status. Women, BIPOC, and LGBTQIA2S+ people are strongly encouraged to apply.

Position Summary and High Impact Purpose

The Supply Associate is responsible for creating high-quality, pre-cut fabric shields that meet DfG's specifications for Kit production. This role plays a critical part in supporting our Resource Shop and ensuring that volunteers and enterprises have the materials needed to produce menstrual health Kits efficiently and effectively.

The Supply Associate works on **Tuesdays and Thursdays**, with between 2 and 10 hours **per week** based on Resource Shop needs.

Key Responsibilities

- Accurately measure and cut fabric templates according to DfG guidelines and specifications.
 - Maintain consistent quality standards to ensure all pre-cut materials are ready for use in Kit assembly.
 - Organize and package pre-cut templates for distribution to Resource Shops.
 - Collaborate with the Global Programs Director and Resource Shop Associate to understand and prioritize template production.
 - Ensure all pre-cut templates are labeled and stored appropriately for easy access and distribution.
 - Maintain a clean and organized workspace.
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Qualification & Experience

- Experience in fabric cutting, sewing, or textile work is preferred.
- Strong attention to detail and ability to follow precise measurements.
- Ability to work independently and efficiently within set timeframes.
- Good organizational skills and a commitment to maintaining high quality.
- Familiarity with Days for Girls Kits and mission is a plus.

You'd be a great fit if you:

- Have a strong ability to be self-motivated, take initiative and be flexible and adaptable. Work well in a dynamic environment
 - Are a strong problem solver with a focus on operational efficiency
 - Are highly organized
 - Possess a strong work ethic and operate with a high level of trustworthiness and integrity
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Physical Requirements

- Ability to stand, bend, and use hands for extended periods while cutting fabric
- Capability to lift and move fabric rolls and supplies as needed
- [Apply by clicking on this link and filling out the form](#)