



**CHICAGO
STREET
MEDICINE**

Board of Directors Application

Director of Supplies and Resources

Position Description:

This is the point person for Chicago Street Medicine's supplies and resource management. This person is also the point person for the student chapters to coordinate with. Communicates closely with the Treasurer for the approval of funds and reimbursements.

Position Term: January 1, 2021 to December 31, 2021

Responsibilities include, but are not limited to:

- Manage Chicago Street Medicine, 501c3's in-house inventory.
- Coordinate the acquisition and processing the receipt of all donations. This includes interfacing with donors to give recommendations for needed supplies.
- Distribute donations appropriately between student chapters and 501c3 inventory.
- Assist the Treasurer to issue reimbursements and fund approval to chapters.
- Facilitate the initial supplies of startup chapters.
- Member of the Finance Standing Committee.

Parties with whom this position works closely:

- Vice President of Clinical Affairs
- Vice President of Operations
- Treasurer
- Director of Fundraising
- Director of Chapter Development
- Chapter presidents and/or supply coordinators

Requirements:

- Previous experience and/or training in record keeping and Excel
- Experience working with underserved and marginalized persons and communities
- Chicago residence or significant connection with the city

- An understanding that as a new nonprofit, this is a working Board of Directors that requires active participation and project development
- Ability to attend executive board meetings (as frequently as once per month for two hours)
- Commitment for 1 year

I have read and understood the position description, select responsibilities, and requirements of the Director of Supplies and Resources position as described in this application:

Signature: _____

Date: _____

Name (print): _____

Application: Director of Supplies and Resources

Applicant Contact Information

Full Name: _____

Phone Number: _____

Email Address: _____

Application Questions

Please answer the following questions in no more than 750 words each.

1. What is the relationship between homelessness, health, and healing?
2. What is the root cause of homelessness?
3. Chicago Street Medicine is a young organization and as such, we are continually looking for new opportunities to broaden our perspective by bringing in leaders with diverse experiences, backgrounds, and approaches to public health. What do you feel you would bring to our organization to help us grow?
4. Much of this role involves organizing and maintaining inventory of supplies for both the nonprofit and our student chapters. How would you best ensure that our student chapters have what they need in order to serve our patients on street runs?
5. Respond to the following scenario: You just received a large shipment of donated supplies for the student chapters without a log of what was included. How would you go about the processing and distribution of these supplies?

References

Please list two references with contact information. At least one reference must be a professional relationship.

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Phone Number: _____

Phone Number: _____

Email Address: _____

Email Address: _____

Submission Instructions

Submission Deadline: August 31, 2020 by 11:59pm

Please compile the following documents into a single PDF:

- Signed understanding of position description and requirements (Page 2)
- Application Questions
- References
- CV

Submit this PDF file to: ChicagoStreetMedicine@gmail.com with the subject line “(First Initial Last Name) Application for Director of Policy and Advocacy

If you have any questions, please contact us through our email or explore our website.

Email: ChicagoStreetMedicine@gmail.com

Website: www.ChicagoStreetMedicine.org