



*Sharing surplus.
Saving lives.*

4809 PENN AVENUE
SECOND FLOOR
PITTSBURGH, PA 15224
PHONE 412.361.3424
FAX 412.361.4950

POSITION: Medical Supply Assistant

REPORTS TO: Volunteer Program Manager

MINIMUM QUALIFICATIONS:

1. Student must be eligible for the federal work study program.
2. Basic verbal and written communication skills.
3. Ability to work independently.
4. Attention to detail and strong organization skills.
5. Ability to lift up to 20 lbs.

ORGANIZATION DESCRIPTION:

Global Links is a medical relief and development organization dedicated to a two-fold mission of environmental stewardship and improving health in developing countries. Global Links collaborates with U.S. healthcare facilities and the community to redirect still useful materials away from landfills to public health improvement efforts in targeted countries throughout the hemisphere. Please see our website at www.globallinks.org for more information.

DUTIES: Primary duties include sorting and packing medical supplies for donation overseas. Students also help recycle or discard supplies that can not be sent overseas, research new products by internet and/or phone, answer the front door and welcome volunteers and guests and handle incoming packages and deliveries. Work hours are flexible, primarily on weekday daylight hours but also opportunities on evenings and Saturdays. Global Links is located in Bloomfield-Garfield (about a 15 minute drive or bus ride from downtown or Oakland with no traffic).

APPLICATION PROCEDURES:

Students should email the Volunteer Program Manager at glvolunteer@globallinks.org to obtain the Global Links job application. Students must also submit a resume and references.

DRESS CODE: Business casual. Closed toe and comfortable shoes. Students should wear clothing that they don't mind getting dusty and a bit dirty at times.