



## **Traffic Safety and Injury Prevention Champion (Inventory & Logistics Coordinator)**

**Reports To:** Chief Executive Officer

### **Make an Impact Across New Mexico**

Become a Traffic Safety and Injury Prevention Champion!

Every child safety seat, educational resource, impaired driving prevention tool, and traffic safety program starts with the right materials getting to the right people at the right time. As Safer New Mexico Now's Traffic Safety and Injury Prevention Champion, you will play a vital role in supporting schools, healthcare providers, community organizations, law enforcement, and families throughout New Mexico.

You will serve as the hub of our statewide traffic safety efforts, ensuring that life-saving educational materials, equipment, and resources reach communities when and where they are needed most. Your work behind the scenes helps save lives on New Mexico roadways every day.

### **Why Safer New Mexico Now?**

At Safer New Mexico Now, we are committed to creating safer communities through education, collaboration, and innovation. Our team is guided by our core values of **Integrity, Accountability, Compassion, Relationships, and Innovation.**

### **Compensation**

- **Salary Range:** \$50,000–\$60,000 annually, depending on qualifications and experience.

### **Why Join Our Team?**

- Become part of a nationally recognized traffic safety organization making a positive impact throughout New Mexico.
- Work in a values-driven culture that emphasizes teamwork, service, and continuous improvement.
- Enjoy opportunities for professional growth and development.
- Benefit from a healthy work-life integration approach.

**Integrity**

**Accountability**

**Compassion**

**Relationships**

**Innovation**

*Safer New Mexico Now leads effective efforts to advance traffic safety.*

- Receive a comprehensive benefits package including health, dental, vision, life, and disability insurance, retirement benefits, and generous paid time off.
- Help save lives by ensuring critical traffic safety resources reach communities across New Mexico.

### **Position Summary**

The Traffic Safety and Injury Prevention Champion (Inventory & Logistics Coordinator) is responsible for managing inventory, materials, equipment distribution, shipping operations, consumer support activities, and logistical assistance for trainings and events that advance Safer New Mexico Now's statewide traffic safety mission.

The successful candidate is organized, dependable, customer-focused, and enjoys working in a fast-paced environment where no two days are exactly alike. This position plays a critical role in ensuring inventory accuracy, timely order fulfillment, exceptional customer service, and successful support of traffic safety programs throughout New Mexico.

### **Essential Duties and Responsibilities**

#### **Inventory and Warehouse Operations**

- Receive, unload, inspect, inventory, and stock incoming materials, educational resources, and equipment.
- Maintain accurate inventory records and ensure inventory control procedures are consistently followed.
- Conduct quarterly inventory cycle counts and assist with monthly and quarterly inventory reconciliation and reporting.
- Monitor inventory levels and communicate material needs, shortages, and replenishment recommendations to management.
- Maintain organized warehouse and storage areas while adhering to safety standards and best practices.
- Ensure inventory and warehouse documentation is complete, accurate, and audit-ready.

#### **Shipping, Distribution, and Customer Support**

- Prepare, package, and ship customer orders, including generating shipping labels and packing documentation.
- Coordinate equipment and material distribution to partner agencies, organizations, and program participants throughout New Mexico.

- Serve as a primary point of contact for customers by answering phones, responding to inquiries, scheduling appointments, and assisting with orders.
- Communicate proactively with customers regarding order status, shipping information, equipment loans, and distribution schedules.
- Maintain accurate records related to shipments, customer requests, equipment tracking, and inventory transactions.

### **Technology and Systems Management**

- Manage online inventory management and shopping cart systems, including user account administration and system maintenance.
- Utilize inventory management software and barcode tracking systems to maintain accurate records.
- Support continuous improvement of inventory and order fulfillment processes.

### **Training, Events, and Program Support**

- Assist with attendee registration, materials preparation, and logistics for trainings, conferences, and events.
- Support planning and implementation of educational, promotional, and outreach activities.
- Participate in and provide on-site support for Safer-led trainings, conferences, and community events.
- Travel throughout New Mexico as needed to support organizational activities and program delivery.

### **Reporting and Administrative Responsibilities**

- Complete weekly productivity, inventory, and activity reports.
- Assist with grant-related documentation and reporting requirements as assigned.
- Provide timely updates regarding inventory, warehouse operations, and customer service activities.
- Perform additional organizational responsibilities and special projects as assigned.

### **Qualifications**

#### **Required Qualifications**

- High school diploma or equivalent.
- Experience in warehouse operations, inventory management, logistics, shipping, customer service, or a related field.
- Working knowledge of inventory control and inventory management practices.
- Proficiency in Microsoft Office Suite and general computer applications.

- Strong organizational, time-management, and multitasking abilities.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently while contributing positively to a collaborative team environment.
- Demonstrated initiative, reliability, attention to detail, and problem-solving abilities.
- Valid driver's license required.
- Must be insurable under Safer New Mexico Now's automobile insurance policy.
- Ability to travel throughout New Mexico as needed to support organizational activities and program delivery.

### **Preferred Qualifications**

- Additional education, certifications, or specialized training.
- Experience with inventory management software and barcode systems.
- Experience with WASP Barcode Technologies.
- Experience supporting consumer service operations, trainings, events, or nonprofit programs.

### **Core Competencies**

- Integrity and accountability in handling inventory, equipment, and organizational resources.
- Commitment to exceptional customer service.
- Strong attention to detail and accuracy.
- Ability to prioritize and manage multiple responsibilities.
- Adaptability and willingness to support organizational needs.
- Commitment to Safer New Mexico Now's mission and values.
- Positive attitude and willingness to serve communities throughout New Mexico.

### **Working Conditions**

- Position requires moderate physical activity, including lifting, carrying, and moving materials weighing up to 50 pounds.
- Must understand and practice safe lifting techniques and warehouse safety procedures.
- Work is performed in both office and warehouse environments.
- Occasional statewide travel is required.
- Employee may be required to operate organization-owned or rented vehicles while performing job duties.
- Must maintain a valid driver's license and remain insurable under the organization's automobile insurance policy throughout employment.

- Some evening and weekend work may be necessary to support trainings, conferences, and special events.

### **Join Our Team**

If you are looking for a position where your work directly contributes to making New Mexico's roads safer and communities stronger, we encourage you to apply. At Safer New Mexico Now, every shipment, every training, and every resource delivered helps support our mission of saving lives through traffic safety education, prevention, and partnership.

Ready to become a Traffic Safety & Injury Prevention Champion? Send your resume to [tlinderholm@safernm.org](mailto:tlinderholm@safernm.org). Applications will be reviewed as they are received starting June 15, 2026 and the position will remain open until filled.