

CUPS BUSINESS OFFICE

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Donation Delivery Coordinator Position

Comunidades Unidas Pro Salud (CUPS) is looking for an energetic individual willing to coordinate the pickup and delivery of donated charitable items into Mexico from the Rio Grande Valley (RGV) area. This is a part-time position requiring flexibility of schedule.

Requirements

1. Applicant must have a vehicle that can transport donated materials into Mexico, preferably a truck, van or SUV. Items to be transported could include large items such as wheelchairs and Personal Energy Transportation (PET) devices.
2. Applicant must have conversational fluency in both English and Spanish languages.
3. Applicant must have a cell phone and email address, as they will potentially need to communicate with people who will transport donations to RGV, with the CUPS business office, and with other CUPS employees.
4. Applicant must be able to lift bulky items such as wheelchairs or PETs and other donated supplies.
5. Applicant must be able to receive and coordinate the storage of donated items in our storage facility in the RGV, prior to transportation to Mexico.
6. Applicant must be willing to transport donated material into Mexico.
7. Applicant must have the right paperwork to freely travel back and forth between the US to Mexico.
8. Applicant must be willing to average about 1 day per week transporting materials, with flexibility for more or less-frequent trips at some times of the year.
9. Applicant must be capable of keeping expense records and a log of their work activity for submission to CUPS for payment.
10. Applicant must be willing to work for CUPS as a contractor and be paid based on time and reimbursable costs (e.g. vehicle mileage and tolls), and will receive a 1099 form from CUPS at the end of the year.
11. Applicant must be able to coordinate and schedule other volunteer resources as needed to deliver donated items in a timely manner.



Family using a PET

Assignment

The applicant will assist other volunteers in delivering donations from other locations such as Houston, Austin, etc., and unloading the donations and storing them in our storage facility in the RGV. The applicant must be able to make deliveries personally or schedule deliveries using volunteer resources of donated items to Valle Hermoso for distribution on a timely basis. When making deliveries, applicant will arrange to meet Fidencio Perez in Mexico, who will assist with unloading and storing of supplies in the CUPS warehouse in Valle Hermoso. Applicant will keep a written ledger of goods transported to Mexico, and receipts for reimbursable expenses, and will mail these weekly to the CUPS business office along with work hours.

Wages

Paid per hour of approved work at a rate of \$12 per hour. Compensation shall be paid weekly for submitted and approved hours and reimbursable expenses.

Paid Expenses

1. Mileage expense per IRS guidelines
2. Tolls and fees related to CUPS business
3. Mexican automobile Insurance

References required.