



Position Title: Online Sales Coordinator and St. Joseph Gift & Thrift Assistant

Department: Operations

FLSA Status: Part-Time

Location: Hastings, Nebraska

Reports to: Regional Director-Hastings

Date Created: September 2023

Position Summary: The Online Sales Coordinator and St. Joseph Gift & Thrift Assistant assists the full-time manager in overseeing the operations of the St. Joseph Gift and Thrift store in addition to coordinating furniture pick-ups and deliveries and running online sales. This person prepares, prices, displays, and sells furniture to individuals in the store and online.

Essential Functions:

- Welcome clients, customers, volunteers, donors, and vendors.
- Answer the phone in a kind, appropriate manner.
- Coordinate furniture pick-up from donors.
- Coordinate furniture deliveries to clients.
- Coordinate furniture in-store pick ups to customers.
- Coordinate and stage donated items to create a welcoming environment for customers.
- Ensure stockrooms are maintained in a neat and organized manner to facilitate moving to the retail floor and ensure safety of others always.
- Assist with store management, operations, and volunteers during assigned shifts including customer service, merchandising, stocking and staging inventory and display maintenance.
- Assist with customer checkout, as needed.
- Oversee gift card redemptions with clients.
- Deliver a weekly progress report to the Regional Director.
- Manage internal controls of cash and inventory.
- Support activities that serve the objectives of the CSS Sustainability Team.
- Adhere to the personnel practices of Catholic Social Services and participate in the annual Diocesan Safe Environment Training.
- All other duties as assigned.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS' mission.

Preferred Competencies:

- Communication; written and verbal
- Cooperation

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.

- Teamwork
- Attention to detail
- Problem Solving
- Ethical
- Organizational Support
- Safety and Security

Qualifications:

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience. Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 75 pounds.

Working Environment:

While performing the duties of this job, the employee is in both indoor and outdoor conditions. The noise level in the work environment is usually moderate.