



Position Title: Sustainability Associate
Department: Sustainability
FLSA Status: Part-time or Full-time
Location: Lincoln, Nebraska
Reports to: Assistant Director of Sustainability
Date Created: February 2026

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

Position Summary: CSS will reach its 100-year anniversary in 2032 and has a goal to provide “Hope in the Good Life” for another 100+ years by sustaining operations that align with the region’s needs and growth. The Sustainability Associate supports various capacities within the agency’s Sustainability Department, including day-to-day operations across its Donation Center, Thrift, and eCommerce programs.

Essential Functions:

- Process donations and support recycling efforts at the CSS Donation Center.
- Move merchandise and other items between the Donation Center and St. Louise Gift & Thrift.
- Process, price, and stock merchandise at St. Louise Gift and Thrift.
- Assist customers with purchases at the store register.
- Support CSS volunteers and assist with volunteer training as needed.
- Sort through softline and hardline donations to identify high end, name brand items to sell on CSS eCommerce platforms.
- Learn the eCommerce process of research, photographing, inventory management, shipping, and customer service.
- Perform deliveries and pickups of household goods and furniture as scheduled with a focus on client needs and donor appreciation, as needed.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS’ mission.
- All other duties as assigned.

Preferred Competencies:

- Communication; written and verbal
- Teamwork
- Problem Solving
- Ethical
- Safety and Security

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.

Qualifications:

High school diploma or general education degree (GED) preferred; or one to three months related experience and/or training; or equivalent combination of education and experience. Class 'O' driver's license in accordance with diocesan driver's policy, preferred. 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 working both indoors and outdoors. The noise level in the work environment is usually moderate.