

Position: Hope's Closet Coordinator

Classification: Hourly/Full-time

Reports To: General Manager

Purpose

To coordinate and execute the administrative and operational processes that supports the daily operations of Hope's Closet. Maintain focus on The Church of Eleven22 vision of being a movement for all people to discover and deepen a relationship with Jesus Christ.

Education

- High school diploma
- Bachelor's Degree preferred

Experience

- 2-3 years' administrative or support experience
- Experience in retail environment strongly preferred

Required Competencies and Skills

- Ability to build and maintain effective working relationships with staff, serve staff and customers
- Strong communication skills both verbal and written
- Demonstrated creativity and the ability to offer solutions while managing execution
- Ability to perform several tasks concurrently with ease, timeliness and professionalism
- Demonstrated judgment and discernment
- Self-starter; initiative, meets deadlines
- Working knowledge of point of sale processes
- Working knowledge of Microsoft office products (Outlook, Word, PowerPoint, Excel)
- Ability to work with database information (CCB)

Key Responsibilities

- Minister of the Gospel
- Coordinates recruiting and interview process for Hope's Closet teams
- Work with team to plan, execute, and coordinate new store opening; procedures, processes, scheduling
- Assist GM and store management teams to ensure Hope's Closet policies are consistent across locations
- Assist and participate in scheduling meetings with General Manager, Hope's Closet management teams and ministry leaders
- Capture meeting minutes and provide follow up support for GM with action steps for management teams

- Assist in maintaining clear updated policies for stores including employee manuals, training manuals, emergency/safety plans
- Enter and revise weekly schedules into payroll system
- Plans and conducts new associate orientations - Track the administration of both training checklists and performance reviews
- Track and maintain accurate payroll records and reports - Track and distribute benefit information - Maintain associate files and records
- Assist in conducting store audits
- Reviewing cash deposit reports, communicate discrepancies to management
- Assist in management of backend Hope's Closet Point of Sale reporting
- Prepare weekly sales reports for management teams

Success Factors

- Model The Church of Eleven22 mission, vision, and core values
- Demonstrated ability to make Disciples who make Disciples
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Ability to work on multiple projects with multiple points of contact in a fast-paced environment
- Possess strong organizational, planning, and problem solving skills