

**Position:** Donations Associate – Hope’s Closet Thrift, San Pablo

**Classification:** Hourly/ Full-Time

**Reports To:** Assistant Manager of **Donations** – Hope’s Closet Thrift, San Pablo

**Supervises:** Serve Staff

**Purpose**

To help execute daily donation operations to drive sales while keeping focus on The Church of Eleven22 and Hope's Closet's vision of being a movement for all people to discover and deepen a relationship with Jesus Christ.

**Education**

- Completion of a High School Diploma preferred

**Experience**

- 2-3 years of relevant work experience, including retail or warehouse experience

**Key Responsibilities**

- Minister of the Gospel
- Drive sales by executing daily operations of inventory and providing excellent customer service to our donors and customers
- Maintain organization in Donations operation– processing area, donation door, warehouse side and stockroom
- Help support Assistant Manager of Donations in donation receiving & replenishment processes
- Assist in coordination and management of Hope's Closet Serve Staff in Donation operations and serving opportunities
- Weekend and holiday hours are a must
- Must be able to lift 40 lbs and stand for prolonged periods of time

**Success Factors**

- Model The Church of Eleven22 mission, vision, and core values
- Demonstrate ability to make Disciples who make Disciples
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Possess strong organizational, planning and problem solving skills
- Staying focused on daily and weekly tasks
- Team communication
- Ability to work in a fast pace work environment