



JOB DESCRIPTION

POSITION: ReStore Assistant Online Coordinator - Part Time 20 Hours

LOCATION: Woodburn

REPORTS TO: ReStore Director

PRIMARY DUTIES AND RESPONSIBILITIES

The ReStore Assistant Online Coordinator is responsible for the volunteer recruitment and scheduling for the Canby and Woodburn ReStores, scheduling donation pick ups for both locations, posting items for sale on the ReStores' social media Pages, and some customer service at the Woodburn ReStore.

Volunteer Recruitment and Scheduling

- Done online from Woodburn office
 - Responsible for managing volunteer services online, writing and updating volunteer descriptions.

Donation Procurement

- Assist with solicitation of donations and communicate with donors as needed.

Social Media Posting

- Posting items for sale on the ReStores' social media accounts
 - Managing sales posts on platforms such as Offerup, Letgo, Facebook, Craigslist, etc.
 - Take photos of items for sale to post

Customer Service

- Be willing to talk to customers and donors, whether in person, online, or over the phone
 - Have knowledge of items for sale and be able to discuss them

Requirements:

- Regular and timely attendance.
- Available hours of ReStore operation.
- Willingness to take other duties as assigned.

Skills and Qualifications

- Experience with basic office programs
- Excellent communications skills - in person, online, over phone, etc.

Experience

- Customer service
- Retail /Warehouse

Certificates, Licenses and Registrations

High School Diploma or GED, Forklift license (paid training provided) and Valid Oregon Driver's License are required.

NWV Habitat for Humanity is a drug free workplace & equal opportunity employer.

To apply, please email resume and cover letter to cfarrier@nwvhabitat.org.