



This job description reflects the management's assignment of essential function; it does not prescribe or restrict the tasks that may be assigned.

VINTAGE VALUES COORDINATOR

REPORTS TO: Development Director

SUMMARY

The Vintage Values Coordinator has the primary responsibility of ensuring the success of WRMCSN's second hand store initiative for its constituents and stakeholders which include; volunteers, staff, and clients. The Vintage Values Coordinator responsibilities include inventory management, staff and volunteer management, store marketing, budgeting and the oversight of financial performance.

ESSENTIAL FUNCTIONS

- Managing budgets
- Maintaining statistical and financial records
- Managing customer queries and complaints
- Overseeing pricing and stock control
- Ensuring compliance with health and safety legislation
- Preparing promotional materials and displays
- Daily marketing activity on social media
- Responsible for ensuring and maintaining donated inventory quotas
- Responsible for sales quotas
- Oversight of the fulfillment of donations from soliciting, collecting and receiving to coordinating sales display
- Keep abreast of market trends to determine the need for improvements in the store
- Analyze sales and revenue report and make forecasts

SUPERVISORY RESPONSIBILITIES

- Recruit, train and manage customer service staff and volunteers
- Maximizing profitability and setting/meeting sales targets, including motivating staff to do so
- Oversee volunteer recruitment, initial training, management, ongoing development and education and retention.

EDUCATION AND EXPERIENCE

- Bachelor's degree required
- Strong work tenure: five to 10 years of experience in retail management
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Shopify (or similar online sales platform), Adobe Acrobat, and Social Media web platforms.
- Must have valid driver's license and current insurance for light to moderate local travel.
- Must be willing to complete a background check.

SKILLS & QUALIFICATIONS

- An active, growing personal relationship with Jesus Christ as Savior and Lord.
- Compassion for and commitment to providing abortion alternatives to women facing unplanned pregnancies and their unborn babies.
- Personal, professional and public integrity.
- A "team-mindset" to contribute to and benefit from working together with the whole ministry in order to fulfill WRMCSN's mission.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Entrepreneurial enthusiasm
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

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 use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move weights

exceeding 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

FULL TIME, EXEMPT