



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 BOUTIQUE COORDINATOR

REPORTS TO: Vintage Values Boutique Supervisor

SUMMARY:

Under minimal supervision makes decisions for area of responsibility by determining qualifications and assessing need, when necessary, greeting and providing a loving environment for all clients and non client visitors, processing inbound telephone calls and emails, maintaining accurate records and managing volunteers, receive, and processing in-kind merchandise material donations.

ESSENTIAL FUNCTIONS

Include, but not limited to:

- Prepare and process online sales, such as staging and photographing items, posting on approved sites and writing item descriptions.
- Prepare, package, and ship online purchases.
- Maintain donation inventory, donor receipts and timely recognition.
- Manage and oversee company, church or group donations, utilizing your customer service skill to maintain professional relationship and collaborating opportunities.
- Manage inventory for client store.
- Maintain inventory for "layettes" (baskets with new items for first-time mothers-to-be) by ensuring items are donated and baskets are always in-stock and ready for distribution to our clients.
- Actively cultivate relationships with partners of the WRMCSN.
- Represent and promote a positive public image of WRMCSN.
- Responsible for the donor receipts, monthly reports of data to track donor's in-kind contributions.
- Administratively assist the Development Director to ensure the quality of the in-kind gift acceptance, managing the donation inventory on the various fundraising platforms for Vintage Values Boutique.
- Create reports for the Development Director as requested to support development activities.
- Maintain seasonal inventory.
- Ensure clothing and equipment areas are always clean and organized.
- Recruit, train and manage volunteers to ensure that the turnover of donations are properly managed even when you are not on-site.
- Be available to pick up donations and to utilize volunteers who will assist.
- All employees are expected to participate in fundraising and volunteer recruitment activities.

EDUCATION AND EXPERIENCE

- High School Diploma required
- Strong work tenure: two to five years demonstrated record of accomplishment in online website sales environment
- Experience working with customers.

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.
- Highly effective organization, multi-tasking, communication, negotiation and interpersonal skills.
- Personal, professional and public integrity.
- Professional customer service skills.
- Self-motivated.
- Professional appearance and demeanor.
- A “team-mindset” to contribute to and benefit from working together with the whole ministry in order to fulfill WRMCSN’s mission.
- Skills in interpersonal communication and supervision of staff and volunteers.
- Demonstrated ability to develop, manage and implement a comprehensive development plan.
- Must have solid organizational skills.
- Excellent writing skills for donor communications.
- Marketing and public relations skills.
- Ability to motivate staff and other volunteers.
- Ability to work under stressful circumstances.
- Ability to write reports, business correspondence and solicitation letters.
- Ability to effectively present information and respond to questions from pastors, potential donors, supervisors and the general public.
- Computer skill requirements include: intermediate MS Word, MS Excel
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions provided in written, oral, diagram and schedule form.
- Must have valid driver’s license and current insurance for light to moderate local travel
- Must be willing to complete a background check.

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 50 pounds.

Ability to work on a computer and phone for at least 50% of the day.

Travel: Ability to drive to and from volunteer activities mostly in the metro area but occasionally throughout WRMCSN's service area.

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 / NON-EXEMPT

POSITION: Vintage Values Boutique Coordinator

DEPARTMENT: Vintage Values Boutique

REPORTS TO: Vintage Values Boutique Supervisor

SUPERVISES: Volunteers

STATUS: Full Time/ Non-Exempt

COMPENSATION: Compensation commensurate with experience.

SCHEDULE: Tuesday through Saturday with evenings and weekends as required

HOURS: Tues. – Friday: 9:30AM to 6:00PM, Saturday: 8:30AM to 5:00PM
