

Job Title:	Boutique and More Coordinator	Job Category:	Hourly-Non-Exempt
Location:	Catholic Social Ministry Office - Selma , AL	Travel Required:	No
Compensation	\$xx.x/hour	Position Type:	Full-time
<p>POSITION SUMMARY: The Boutique and More Coordinator, under the direction of the Catholic Social Service Program Director, is responsible for the intake, management and distribution process at the Edmundite Missions Boutique and More. This position is responsible for processing donated items, keeping track of client interactions and donations, organization and cleanliness of the boutique/warehouse and distribution of items in the boutique and warehouse. They greet clients and ensure clients are provided the resource (s) they are looking for if available. The Coordinator also keeps track of services provided and donated items and documents/ reports them to the appropriate department. The Coordinator must be willing to non-judgmentally work with a diverse group of individuals from various backgrounds, who are often at risk and vulnerable regarding housing, employment and food security and /or persons living with substance or mental health issues.</p>			

ROLES AND RESPONSIBILITIES:

General Responsibilities

- Greet each client in an outgoing, dignified and friendly manner, guide the client through the clothing boutique process and utilize active listening skills to identify each unique client's need
- Sort donated items, stock shelves with items, hang clothing on display racks
- Assist clients in finding the correct sizes, personal hygiene and household items
- Ensure clients sign-in and document daily numbers of clients who visited the Boutique and More as well as inventory of warehouse and donated items
- Verify client eligibility for services and adhere to Boutique and More Policies
- Answer all incoming calls for the Boutique and respond to client questions as well as make copies as needed of Boutique forms
- Perform various clerical work that includes filing, copying, faxing, etc.
- Perform daily opening and closing duties for the Boutique and More (cleaning of building- mop, dust, organize, take out trash, clean bathrooms as well as wash clothes/linens for the boutique and other departments as needed)
- Coordinate donations to be dropped off as well as fill out and submit donation information for tax receipt and thank you letters
- Represent the organization's culture, values and mission when interacting with clients and external and internal stakeholders and donors
- Maintain partnership with Walmart and also develop partnerships with local schools, churches, sororities, etc.



- Refer clients to other Missions programs and or community resources
- Other duties as assigned by Catholic Social Services Manager, or the President and CEO

SUPERVISORY DUTIES

- Not Applicable

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- High School Diploma/GED or equivalent experience in customer service or retail work.
- Basic computer skills (Checking email, Microsoft Word and possibly the client database system)
- Must possess and maintain a valid driver's license with the ability to be insured under company sponsored liability coverage
- Must be professional, adaptable, flexible and able to exhibit strong organizational, communication & customer service skills, (verbal, written, phone etiquette)
- Must be a self-starter with strong problem solving and conflict resolution skills
- Ability to multitask, manage time and work independently
- Ability to follow through and complete special projects as prescribed by the Catholic Social Services Program Director

PREFERRED SKILLS:

Excellent verbal communication skills, customer service skills, time management, organization, self-motivated, basic computer skills

WORK ENVIRONMENT & PHYSICAL DEMANDS:

General office work environment

Must be self-motivated with the ability to multi-task

May require hours outside of regular business hours to conduct Missions business

There will be a standard work schedule Monday-Friday in which the employee will be scheduled to operate between the hours of 8:30 am to 4:30 pm.

There are a few special events where the position may require weekend or after hour assistance

Must be able to regularly lift over 40 pounds, bend, sit, stand for long periods, and be able to use fingers and arms

TO APPLY:

Apply at 1107 Griffin Ave in the Catholic Social Ministry office or e-mail

heidih@edmunditemissions.org . Bring a resume, cover letter and reference information.