



Position: Hope's Closet Store Coordinator - San Pablo

Reports to: Store Manager

Supervises: Serve Staff

Classification: Full-time

Objective

To coordinate and execute the administrative and operational processes that supports the daily operations of Hope's Closet Ministry. Maintain focus on The Church of Eleven22 vision of being a movement for all people to discover and deepen a relationship with Jesus Christ.

Key Responsibilities

- Minister of the gospel
- Capture meeting minutes and provide follow up support for store manager with action steps for management teams
- Enter and revise weekly schedules into payroll system
- Conducts new associate and serve staff orientations
- Maintain associate files and records
- Prepare weekly sales reports for management teams
- Calendaring store (orientations/training, new hires, interviews, team meetings, store audits, serve staff)
- Assist in preparing the serve staff appreciation events and coordinate food for serve staff for sales events
- Manage supply ordering, store receipts and invoices
- Assist/organize the execution of serve staff recruiting plans for serve days
- Lead orientations and serve staff training
- Store representative for serve staff - phone calls, court mandated hours/letters and forms, groups who have been recruited, schedule serve staff orientations
- Assist in caring for staff and serve staff – ie: birthdays, serve staff of the month, serve staff care, tracking volunteer hours
- Assist in store opening and/or closing once a week and when store schedule needs – ie: management on vacation, emergency call outs, big sales events, serve events

Competencies

- Model The Church of Eleven22 mission, vision and core values
- Hope's Closet Ambassador and ability to cast vision
- 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
- Self-starter: initiative, meets deadlines



- Must be available on weekends as needed (*Special Events, Serve Days and Discover Eleven22*)
- Working knowledge of Microsoft Office products (Outlook, Word, PowerPoint, Excel)
- Ability to work with database information
- Ability to work on multiple projects with multiple points of contact in a fast-paced environment

Education & Experience

- 2-3 years administrative or support experience
- Experience in retail environment strongly preferred
- High School diploma required
- Bachelor's degree preferred

Position Type/Expected Hours of Work

This is a full-time, non-exempt position which reports to the Store Manager. Days may vary by week due to needs of store and events however, hours typically are from 8:00-5:00pm.

Work Environment

This job operates in a professional retail environment which includes both sales floor, warehouse/stockrooms, and office. This role mainly uses office equipment like computers, copiers, printers, and phone. One to two days of the week may assist on sales floor with cash registers, clothing racks and retail equipment.

Physical Demands

Must be able to:

- Stand or walk on concrete flooring for prolonged time periods
- Bend, lift, grasp, reach, push and pull materials and file
- Walk on uneven surfaces and stairs

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.