



Position: Hope's Closet Store Coordinator – PT Arlington

Reports to: Hope's Closet Store Manager

Supervises: Serve staff

Classification: Part-time/Hourly

Objective

To coordinate and execute the administrative and operational processes that supports the daily operations of Hope's Closet ministry while maintaining 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
- Enter and revise weekly schedules into payroll system
- Conduct staff and serve staff orientations
- Track and maintain accurate payroll records and reports
- Support store manager and HR with benefit information for open enrollment season
- Maintain associate files
- Prepare weekly sales reports for management teams
- Calendaring store (orientations/ training, new hires, interviews, team meetings, store audits serve staff)
- Assist in preparing serve staff events
- Manage supply ordering, store receipts, invoices and expense reports
- Assist with serve staff recruitment
- 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 and discipleship for staff and serve staff – ie: birthdays, serve staff of the month, tracking volunteer hours
- Assist in store opening and/or closing once a week and when store schedule needs – i.e.: management on vacation, emergency call outs, big sales events, serve staff events
- Manage serve staff onboarding and database
- Partner with project manager on store operation needs

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, maximizes time
- Must be available on weekends as needed (*special events, serve days and Discover Eleven22*)
- Working knowledge of Microsoft office products (Outlook, Word, PowerPoint, Excel) as well as Apple products
- 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 part-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 8am - 5pm.

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. May assist on sales floor 1-2 days of the week 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.