



The mission of Evergreen Christian Outreach (EChO) is to assist people in our community with their basic and urgent needs and to help them realize their potential on a path to self-sufficiency. EChO's services are designed to assist community members who are facing personal or economic adversity by providing a range of wrap-around services tailored to the specific needs of individuals and families. EChO's programs include the Food Pantry, Client Services, Job Center, Evergreen Shelter Program and the EChO Resale Shop. EChO serves a diverse population primarily consisting of residents of the unincorporated mountain areas of Jefferson and Clear Creek counties. EChO relies on contributions from individual donors, community-based organizations, faith-based organizations, and grants. In addition, EChO operates a resale shop for the purpose of supplementing its income and to accomplish our mission.

EChO is currently seeking a Store Manager for our Resale store to join our growing team. The Store Manager provides overall management to ensure the successful daily operations and revenue projections of the resale store.

This position reports directly to the Executive Director of EChO. The Store Manager is responsible for performing a variety of operational functions that includes managing up to twelve employees and eighty or more volunteers in optimal production.

In summary, the Resale Manager is responsible for the day-to-day operations of the store including but not limited to distribution of furniture donations/merchandise, scheduling pick-ups/deliveries, ensuring safe practices for employees and volunteers, and managing, coaching, and training staff. In addition, you will be responsible for managing store revenue, promoting store on social media, overseeing inventory management, and responsible for the stores annual budget goals and projecting future needs to make the store as successful as possible. The ideal candidate for this role is an adaptable team player, previous experience leading and supervising retail non-exempt staff, superior people and sales skills, exceptional communication, and outstanding multi-tasking, organizational and time-management abilities.

Summary of Responsibilities:

- Management of Staff:
 - Responsible for the overall management and development of resale staff, including but not limited to interviewing, hiring, training, performance reviews, and coaching and mentoring.
 - Training of cashiers with learning cash register functions/policy/procedures.
 - Ensure work safety, intake policy/procedures and pricing formats, POS transition/training.
 - Attend regular staff development/leadership meetings.
 - Work closely with Volunteer Coordinator for assistance with store volunteers, furniture moving volunteers and /or event volunteers as needed.
- Management of Day-to-Day Resale Shop Operations:
 - Responsible for the processing of all store items including furniture, inventory management and assist store Merchandiser in merchandising store.
 - Ensures all staff adheres to the quality standards accordance with policies and procedures, including but not limited to testing, cleaning and accurately describing merchandise while maintaining quality control of merchandise.

- Responsible for overseeing and managing the scheduling of volunteers, staff and all furniture pick-ups and deliveries.
- Responsible for supplies needs for the store.
- Responsible for ensuring all opening/closing procedures are following, including training appropriate personnel, as well as overseeing all cash registers, including managing cash from safe, credit card machines, and POS systems.
- Ensure maintenance of the EChO Truck and all other equipment in the store.
- Responsible to ensure proper and up-to-date paperwork for truck and any driving logs.
- Responsible for Social Media Promotions Platforms to promote sales, events and merchandise through social media sites.
- Store Events and Promotions and Other Community Responsibilities:
 - Manage all events and store promotions as needed.
 - Attendance of the Volunteer Appreciation brunch, and other events and meetings to support the Evergreen Christian Outreach (EChO) as appropriate.

Education, Experience and Skills

- High school diploma/GED required, and bachelor's degree preferred or equivalent experience in resale/retail sales.
- Previous managerial experience, including volunteers required.
- Must provide consistent, excellent communication and customer service to donors, volunteers, co-workers and customers.
- Ability to drive 16' box truck and operate safely the lift gate.
- Must have previous experience in leading and building teams while holding accountable to meet and exceed expectations.

The compensation range for this full time, exempt position is \$46,000 - \$52,000 annually. EChO offers medical, dental, vision and a Simple IRA as well as vacation, sick and personal days.

Please submit cover letter and resume to Dale@evergreenchristianoutreach.org and include "Store Manager" in the subject line.

Evergreen Christian Outreach is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants, clients, graduates, or employees on the basis of race, color, creed, national origin, sex, age, religion, marital status, sexual orientation, gender identity or expression, veteran status, physical or mental disability, or any other status protected by state or local law.