



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 their 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, proceeds from EChO's ReSale shop brings supplemental income and furthers the organizational mission

EChO is currently seeking a Store Manager for our ReSale Shop to join our growing team. Reporting directly to the ReSale Operations Manager, the Store Manager supervises all store staff and runs the day-to-day functions of the store including direct leadership of the furniture department.

Store Manager is responsible for performing a variety of operational functions including: managing up to twelve employees and eighty plus volunteers in optimal production. Distribution of furniture donations/merchandise, scheduling pick-ups/deliveries, safe practices, managing store sales/profits/revenue, promoting store on social media, overseeing inventory management, shared responsible for the stores annual budget goals and assistance in projecting future needs to make the store as successful as possible.

The ideal candidate for this role is an adaptable team player, ability to lift/move furniture daily, superior people and sales skills, supervisory experience, exceptional communication, and outstanding multi-tasking, organizational and time-management abilities.

#### Summary of Responsibilities:

- Management
  - Performs, train's and ensures work safety, intake policy/procedures and pricing formats, POS transition/training.
  - Responsible by due date verification of timesheets for staff to Bookkeeper.
  - Management of merchandising of furniture/store and inventory management.

- Adheres to the quality standards including all items assigned to this position in accordance with policy/procedures and work instructions (test, clean and accurately describe merchandise while following and maintaining quality control of merchandise).
- Scheduling of all furniture pick-ups/deliveries.
- Exhibits consistent, excellent communication, phone protocol and customer service to donors, volunteers, co-workers and customers.
- Responsible for supplies/inventory needs for the store.
- Knowledge and responsible for all cash register, credit card machine, POS, replenishing cash from safe, opening/closing procedures per store policy/procedures. Training of cashiers with learning cash register functions/policy/procedures.
- Communicate with Volunteer Coordinator for assistance with store volunteers, furniture moving volunteers and /or event volunteer assistances.
- Attend regular staff development/management meetings.
- Ensure maintenance of the EChO Truck and all other equipment in the store.
- Ability to drive 16' box truck and operate safely the lift gate.
- Responsible to ensure proper and up-to-date paperwork for truck and any driving logs.
- Assist with Social Media Promotions Platforms
  - Promote sales, events, store, and merchandise through social media sites per Operations Manager's direction.
- Store's extra events and store promotions.
  - Manage extra events/store promotions the store may engage in.
  - Attendance of the Volunteer Appreciation brunch, and other event/meetings to support Evergreen Christian Outreach (EChO).

#### Education, Experience and Skills

- High school diploma/GED, bachelor's degree preferred or equivalent resale/retail, sales, managerial experience with employees and volunteers.
- Great leadership, delegating, team building and managerial skills. Experience with strong customer service, verbal communication and multi-tasking skills.
- Must have good MVR with no drug/alcohol charges within the last five years. In addition it is your responsibility to maintain a good driving record while employed by EChO. Random UA's will be given. A background check will be required.

The compensation range for this full time, exempt position is \$44-46,000 annually. EChO offers medical, dental, vision and a Simple IRA as well as vacation, sick and personal days.

How to Apply: Please submit cover letter and resume to [kim@evergreenchristianoutreach.org](mailto:kim@evergreenchristianoutreach.org) and include "Store Manager" in the subject line.