



Job Title: Assistant Manager of Resale Ministry
Reports to: Manager of Resale Ministry

Love In the Name of Christ (Love INC) of Littleton is an affiliate of Love INC, a national movement operating in 30 states. Our mission is to mobilize the local churches to transform lives and communities in the name of Christ.

Renewed Treasures is Love INC's local resale store with the purpose of supporting the Love INC mission by offering quality resale goods to serve the community and share Christ's love. The store is located at 6512 S. Broadway with store hours Monday – Saturday, 9am – 5 pm. Renewed Treasures has a dedicated volunteer base and loyal customers who appreciate the boutique charm, neat and clean environment, and high-quality merchandise.

The **Assistant Manager of Resale Ministry** (aka Assistant Store Manager) will work in partnership with the Manager of Resale Ministry (aka Store Manager) to reflect the mission of Love INC in the Renewed Treasures store and in the community.

The Assistant Store Manager will run the daily operations of Renewed Treasures on days when the Store Manager is not scheduled to work, including regular days off and vacations. There will also be days when both roles overlap. Final schedule will be determined in collaboration with the Store Manager. To the maximum extent practical, tasks should be accomplished by utilizing volunteer participation.

Position Priorities:

Support the Store Manager in providing organizational leadership, spiritual guidance, and collaboration with Love INC ministries.

- Uphold the mission and core values of Love INC and promote prayer throughout the store and related ministries when appropriate
- Act as the Store Manager in the absence of the Manager during assigned work hours and as necessary
- Cover manager or shift lead vacancies as availability permits

Assist in training and leading a volunteer staff in an inclusive, supportive manner

- Train and supervise volunteer staff to meet the ministry and financial goals of Renewed Treasures
- Provide a safe and inviting volunteer experience

Oversee daily resale operations in the absence of the Store Manager

- Provide leadership, policies, and procedures for effective and consistent processing, sales, and promotions
- Ensure the store is kept neat, safe, and clean, maintaining an appealing shopping experience for customers
- Support a rotation schedule to keep fresh merchandise on the sales floor
- Oversee the processing of donations
- Coordinate maintenance of the IT, surveillance, and POS systems
- Ensure an adequate inventory of office and processing supplies is maintained at the store

- Close and balance the register at the end of each business day; ensure timely reports and deposits when needed
- Promote opportunities that maximize the reach of Love INC's resale ministry
- Seek continuous improvement

Develop and implement an online resale strategy:

- Identify which platforms to utilize
- Build out templates for each platform
- Determine shipping and payment solutions
- Develop processes for listing products for sale
- Ensure accurate reporting is available for management
- Recruit and train a team to manage the process and the platforms

Other duties as assigned

Position Qualifications:

- A personal relationship with Jesus Christ; believes in the mission of Love INC
- Excellent communicator in spoken and written word; proficient in Microsoft Office
- Strong leadership skills and experience working in a supportive, respectful manner with volunteers and staff
- Able to organize, prioritize and problem-solve
- Exhibits a positive, resilient mindset
- High school diploma or equivalent
- Able to pass a background check
- Able to lift up to 20 lbs and willing to do some physical work
- Able to learn new processes and technology
- Comfortable in a fast-paced environment and adapts well to change

Desired Skills and Traits:

- Actively involved in a church
- 3 – 5 years of retail or resale experience
- Proficient on POS systems (experience with Lightspeed preferred)

Hours, Salary and Benefits:

This is a part-time position for up to 30 hours per week, at the rate of \$23 - \$24/hour. Desired schedule includes every other Saturday and various full- and half-days as scheduling needs are determined with the Store Manager. Additional coverage for the Store Manager will be expected when he/she takes vacation. Benefits include paid sick leave and participation in Colorado's FAML program, and being a part of a vibrant team and ministry.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

HR use only	
Job code	Part-time
Position title	Assistant Manager of Resale Ministry
Management? (Yes/No)	Yes
E/NE status	Non-exempt, hourly
Last revised	July 2024