

JOB DESCRIPTION FOR ASSISTANT STORE MANAGEMENT INTERN

Store Name / Location: RENEWED TREASURES — 6512 S. Broadway, Littleton, 80121

(Located in the *South Fellowship Church* Shopping Center directly behind the Hyundai Dealership on Broadway)

Description of Store:

Voted by Colorado Community Media as “The Best of the Best - 2020” Resale Store in Littleton

Renewed Treasures (RT) is a ministry of the non-profit, Love INC (In the Name of Christ) of Littleton.

www.loveinlitleton.org. 2021 will be the 10th year in operation with an all-volunteer sales staff from over 25 of the Love INC Church Partners. RT provides quality, gently used clothing, jewelry, shoes & household merchandise at extremely reasonable prices to the local community, plus “gifts” household merchandise and clothing to the clients of Love INC. The volunteers share the joy and love of Christ to all who enter the store.

INTERN Job Description: The intern will be trained to serve as a **Part-time Assistant Manager** to assist the Store Manager in duties as assigned. Those duties would vary as needs arise, but would include:

- helping to coordinate/working with the new furniture ministry,
- working with the Point of Sales IT person to re-evaluate discounts & price points for merchandise,
- assist with the On-line sales team,
- assist with inventory control processes,
- coordinate with the Love INC Connection Center Staff Member to make sure RT is meeting the needs of our clients,
- assist RT Marketing team when possible with new ideas and helping with in-store events,
- helping with Admin needs like checking voice-mail,
- helping coordinate volunteer schedule
- Other duties as assigned

Time Commitment: Very flexible according to your schedule - **3-10 hours a week** (RT is open Tuesday – Saturday, 9am-4pm and reopening starting February 9, 2021)

Compensation: No monetary compensation at this time, discounts on all merchandise, letters of recommendation for future employers and for your resume, invaluable experience in a resale store, learning about the differences of a non-profit vs for-profit operation, and with the extra bonus of serving primarily according to your schedule and availability

We are looking for: High school graduate, a self-starter, enthusiastic, friendly, Christ-focused individual who wants to learn new skills and who may be majoring in Retail Management, Project Management, Non-profit Management, Business Administration, etc. No prior experience in retail or sales is needed. A person who enjoys working along-side seniors is also a positive trait since most of the volunteers are retired seniors. They would love learning new skills from you, and your youthful spirit would be encouraging to them.

Requirements:

- Love INC and all of the US/International Affiliates affirm the incarnate deity of Jesus Christ, the need to live in accordance with His will for their lives, and that the Bible is the Word of God. Love INC is a Christian organization and uses the Apostles Creed as a doctrinal basis to identify unity in Christ. As an intern you would need to sign this statement of faith.
- Volunteer Onboarding Training to include sessions with the Love INC executive staff and Renewed Treasures Training Coordinator.

For Information, questions or to submit your resume, send to: dana@loveinlitleton.org or sherri.loveinc@gmail.com