

Habitat for Humanity of Missoula
Operations Assistant
ReStore



RESTORE MISSION: The ReStore sells used and surplus building supplies, appliances, and home furnishings at a reduced rate from the retail price in order to fund Habitat for Humanity of Missoula's affordable home-ownership program, ensuring people have access to affordable materials to maintain and improve their homes, and to divert usable materials from landfills.

POSITION: ReStore Operations Assistant

DESCRIPTION: The Missoula Habitat ReStore seeks a team member to assist with the daily operations of the ReStore; including picking up donations, management of donor/customer databases, and various sales functions. This position reports to the Missoula Habitat ReStore Manager.

Responsibilities Include:

- Assist in driving donations and sales of the Missoula Habitat ReStore to further the affiliate's mission and working with various internal and external resources to positively promote the Habitat ReStore and Habitat for Humanity of Missoula.
- Understand protocols and procedures for volunteers and other individuals to follow regarding donations, pricing, customer service, and communication.
- Participate in developing, rolling out and measuring marketing and advertising programs to increase donations, sales, volunteer participation and overall public awareness of the ReStore.
- Manage and coordinate picking up donations and deliveries with staff and volunteers.

QUALIFICATIONS:

- Possess tact, diplomacy and flexibility.
- Enthusiasm, teamwork focused and strong customer service orientation.
- Well organized and detail oriented.
- Computer proficiency using Windows based software (Word, Excel, Email, and Internet).
- Ability and interest in donation pickups, donation organization, and "getting your hands dirty".
- Ability to manage time, detailed work, and priorities of a multi-faceted job within a fast paced environment.
- This individual must be able to lift up to 50 pounds
- Valid driver's License with a good driving record.

START DATE: Immediate

HOURS: ½ FTE (20 hours per week)

COMPENSATION & BENEFITS: Competitive wage with performance based incentives. Six month probationary period. Accrued time off based on part-time work.

TO APPLY: Please send cover letter and resume to restore@habitatmsla.org

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