



Re:Center Ministries

thrift  thrive

An Enterprise of Re:Center Ministries

**Title:** Assistant Manager

**Reports to:** Thrift Store Manager

**Classification:** Part-time, non-exempt

**Hours:** 20-25 hours/wk., Weekday Evenings and Saturday's

**Position Summary:** The Assistant Thrift Store Manager is responsible for general day-to-day operations of Re:Center Ministries' store during scheduled hours and in the Thrift Store Managers absence. This position oversees thrift store staff, volunteers, and Re:Center program participants during scheduled hours. The Assistant Thrift Store Manager collaborates with the Thrift Store Manager in maximizing profitability and job training skills for program residents. The Assistant Thrift Store Manager should have knowledge of and experience working in similar roles within the retail industry preferably thrift stores supporting non-profit organizations.

**Primary Functions & Responsibilities:**

- Serve as shift supervisor during regularly scheduled hours
- Assist and support the Thrift Store Manager in developing and cultivating working relationships with donors, customers, recycling vendors and/or any other entities associated with the general operations of the store
- Directly supervise all thrift store employees, LifeChange residents and volunteers contributing to the functionality of the thrift store during regularly scheduled hours
- Assume primary management of TNT's online eBay store including market research for donated items, listing, selling, and shipping merchandise
- Advocate for the ministry and business to help cultivate a network of donor support throughout Louisville to ensure a steady flow of product being received by the store
- Through the direction of the Store Manager, execute creative strategies to maximize profit including sales, discounts, and other opportunities to build customer appreciation and loyalty
- Ensure the store is, at all times, presentable, honorable and appropriately reflects the larger mission and vision of Re:Center Ministries
- Emphasize exceptional customer service among staff and volunteers to ensure customer satisfaction, loyalty, and positive brand recognition
- Maintain regular, effective communication with the Store Manager ensuring the mission and vision of the ministry is preserved and executed
- Strategically develop, cultivate and maintain healthy relationships with the Louisville community garnering their support for Re:Center's programs/services
- Aid in serving as a contact point for all inquiries regarding Re:Center Ministries' Thrift Store operation
- Provide direct oversight to the process of monies flowing through the Thrift Store ensuring appropriate checks/balances are in place to prevent theft or mishandling of monies during regularly scheduled hours
- Assist the Store Manager in the development of policies and procedures in line with best practices surrounding thrift store operations
- Ability to be flexible in schedule to provide necessary coverage for the store when the Store Manager is absent
- Protect the Re:Center Ministries brand by representing the ministry through positive communication and professionalism
- Other duties as assigned through appropriate channels of supervision

2817 Del Rio Place Louisville, KY 40220 | 502-450-5311 | [thriftnthrive.org](http://thriftnthrive.org)

733 East Jefferson Street Louisville, KY 40202 | 502-584-6543 | [recenterministries.org](http://recenterministries.org)



Re:Center Ministries

thrift  thrive

An Enterprise of Re:Center Ministries

#### Job Requirements:

- Demonstrated commitment to the mission and vision of Re:Center Ministries, including Re:Center's Philosophy of Ministry, Statements of Faith and Core Values
- Commitment to maintaining high integrity, character and transparency in accordance with the LRM Code of Conduct
- Exceptional leadership qualities and project management skills
- Knowledge of the principles, philosophies, procedures, techniques and standards to maximize effectiveness in a project development/retail/leadership role
- Demonstrated ability to:
  - Analyze complex problems and develop effective solutions
  - Effectively organize complex tasks and execute a project management plan to completion
  - Maintain cooperative relations with community groups and other public and private agencies
  - Speak effectively and provide clear and concise written reports.
- Excellent organizational skills including planning, budgeting, and computer skills

#### Qualifications:

- Bachelor's degree from an accredited institution or equivalent experience
- Relevant work experience with individuals in a ministry environment or related field including non-profit management, retail management, community organization and project development
- Experience in a supervisory and project management role
- Experience utilizing Microsoft software, Email, Square POS system, and online sales platform(s)

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, sit, use hands/fingers, and reach with hands and arms. Must be able to climb stairs. The employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must be comfortable with the operations of basic touch screen-based computers. Must be able to read computer screens and monitors to gain information.

*Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.*

2817 Del Rio Place Louisville, KY 40220 | 502-450-5311 | [thriftnthrive.org](http://thriftnthrive.org)

733 East Jefferson Street Louisville, KY 40202 | 502-584-6543 | [recenterministries.org](http://recenterministries.org)