

e-Commerce Coordinator/Thrift Shop Assistant

Job Description

The Trinity Thrift Shop is an Enterprise Ministry that supports the faith, missions, and ministries of Trinity Church

Title: E-Commerce Coordinator/Thrift Shop Assistant

Reports to: Thrift Shop Director

Hours: Tuesday – Saturday: 8:45am – 3:15pm (30 hours per week/ 30 minutes unpaid lunch time)

Purpose: To assist in the daily ministry of a fast-paced thrift shop, through a split concentration of time, by building a broad-based eCommerce presence and supporting the retail shop.

Skills and Responsibilities:

- Identify and verify high end and valuable products to price and sell online – give guidance to Thrift Shop team members on identifying valuable items
- Test and clean items to ensure products are in proper working order and appealing to customers
- Stage and photograph all products selected for online sale
- Create and manage product descriptions for online listing
- Post selected products and maintain product listing documentation as needed
- Manage shipping fees and shipments, insuring products are properly packaged and addressed
- Create a system for sorting, storing, managing, and posting online items
- Ensure a clean, organized work and storage area

- Provide excellent customer service by demonstrating the ability to effectively assist and communicate with customers online or in the shops
- Demonstrate ability to be flexible and proficient in a unique and ever-changing work environment
- Demonstrate willingness and ability to make decisions, problem solve and communicate solutions and ideas
- Coordinate and communicate effectively with coworkers to fulfill assigned duties
- Contribute to team effort by accomplishing tasks as needed
- Assist in the retail store as necessary to support this critical ministry

Proficiencies:

- Experience selling merchandise on multiple online platforms
- Proficient with office computer systems including Microsoft Office
- Working knowledge of popular social media and selling platforms
- Understanding of effective, discerning internet search practices

Essential Requirements:

- High School diploma, or GED
- Prior eCommerce and online selling experience
- Previous retail or resale experience desired
- Ability to lift 25 lbs.

Job type: part time

Pay: \$14.00 per hour

Company's website: www.catchthespirit.org

**Trinity Church
Hackettstown, New Jersey**

**Application Form for
e-Commerce Coordinator/Thrift Shop Assistant**

Name _____

Address _____

Telephone _____

Email _____

Present Church Membership _____

Your Church Membership History _____

Please enclose a resume that includes employment record, educational background and other relevant information.

Please explain other personal and professional qualifications you have for this position. Also, share something of your faith journey.

List below three references (name, address, telephone and fax numbers, position). Forward a reference form to each one. Please do not use Trinity clergy as references, and include at least one non-Trinity reference.

1.

2.

3.

Signed _____

**To be returned to Kari Anzel
by noon on Friday, Sept 4th
email: kanzel@catchthespirit.org or
mail: Trinity Church, 213 Main Street, Hackettstown, NJ 07840**

Reference Form
e-Commerce Coordinator/Thrift Shop Assistant
Trinity Church
Hackettstown, New Jersey

Section I: (to be filled out by applicant)

Name of applicant _____

Address _____

I waive my right to see this reference _____
Signature of applicant (required)

Section II: (to be filled in by person giving reference. Please use additional sheet if needed.)

Name _____

Address _____

Phone _____

Position or relationship to applicant _____

How long have you known applicant? _____

During what time period _____

Please give us your evaluation of this applicant's strengths and weaknesses with special attention to the following areas:

- As a Christian disciple and witness for Jesus Christ
- As a person able to handle the pressure of multiple tasks
- Organizational and communication skills
- Commitment to working as part of a team

Please give your evaluation of the character and Christian commitment of the applicant, and his/her suitability for a leadership position.

Signature _____

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