



930 Pollock Street, New Bern NC 28562
www.cravencountyhabitat.org
(252) 633-9599

Position: **Habitat ReStore SALES ASSOCIATE Team Lead**
Employment Status: Full-time; 40 hours, work every other Saturday
Reports to: Executive Director; ReStore Committee
Collaborates with: Affiliate Staff, Board, Committee, and Volunteers

The Role—The Habitat ReStore SALES ASSOCIATE Team Lead is an integral part of the ReStore team and is responsible for overseeing the day-to-day operations of the Sales Floor and Home Improvement Annex. In general, this role will help ensure the continual improvement of the ReStore reputation, productivity, and profitability while working with the Warehouse/Driver Team Lead on strategic planning, reporting and progress.

Responsibilities:

- Customer Service
- Team Management
- Volunteer Management
- Donation & Merchandising Processes
- Finance & Administration
- Communications & Social Media

Skills & Key Qualifications—Having an understanding of Habitat for Humanity’s mission and acting as an ambassador for the ReStore’s vision by communicating our Mission to donors, customers and the community. Being a team player and working well with other staff and volunteers. Ability to provide superior customer service, foster, and maintain effective working relationships with the public and build a community of active, engaged volunteers. Ability to assist with a communications plan to effectively promote the ReStore and educate the public about Habitat for Humanity. Ability to demonstrate problem-solving skills, including time management and space management, and to focus on ensuring efficient operations and maintaining a safe, well-organized, sales floor and environment.

Education & Experience—Bachelor's degree or equivalent work experience with strong communication skills. Knowledge of Not-for-profit organizations. Additional qualifications in retail, customer services, or related fields are favorable

Required Physical Abilities—Ability to stand for extended periods of time and to move and handle merchandise throughout the donation process. Able to bend, reach, lift, climb ladders, and load materials onto shelves and displays. Able to lift 20 lbs. of material and furniture and/or work with co-worker(s) to cooperatively lift and load furniture, and building materials weighing 50 lbs.

Other Requirements—Must be at least 18 years old. Must hold a valid driver’s license with a clean driving record and meet state requirements for automobile liability insurance. Must be able to pass a criminal background check.

If interested please send resume to: NewHires@CravenCountyHabitat.org