

**Position: Hope Thrift Assistant Manager**

**Hours: Part-time (20 hours/week)**

**Department: Retail Ministries**

**FLSA Status: Non-exempt**

**Reports To: Hope Thrift Store Manager**

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## OVERVIEW

This job combines a physical presence in the store along with some periodic administrative duties. There is also a significant ministry and care focus to this position because our business is people-focused. We seek to develop community and connect with others through the relationships between staff, shoppers, donors, and volunteers. The Assistant Manager helps to oversee and facilitate the day-to-day operations of Hope Thrift, assuring that the store runs smoothly and consistently under the principle of "People first, retail second." The Assistant Manager helps to carry the vision and mission of Hope in this location, inspiring and empowering volunteers toward continued service.

## RESPONSIBILITIES

- Recruiting, training, scheduling, and supervising volunteers
- Seeking opportunities to cross-train volunteers in multiple areas, ensuring a sustainable retail model
- Encouraging and providing spiritual growth opportunities to Hope Thrift volunteers as needed
- Caring for volunteers as opportunities arise (e.g. sharing coffee, attending a funeral, hospital visits, etc.)
- Communicating and upholding Hope Thrift's policies and procedures
- Assisting Hope Thrift Store Manager in maintaining store environs
- Maintaining secure financial operations at the store and assisting Hope Thrift Store Manager in processing the store's finances
- Assisting with ordering or purchasing supplies and necessary equipment for the store
- Along with Hope Thrift Store Manager, opening and closing the store each day in prayer and being available to pray with volunteers and customers as needed

## SKILLS AND EXPECTATIONS

- Ability to maintain mission focus within a fast-paced retail atmosphere
- Merchandising or department store retail experience preferred
- Multi-tasker, detail-oriented
- Ability to assess and prioritize responsibilities on a daily, weekly, and monthly basis
- Willingness to work alongside others to model best practices, with the goal of training the new person to perform tasks independently and then training the next new volunteer
- Ability to administer the details of short-term and long-term store operations
- Attend monthly Manager meetings
- Attend training as it pertains to your job and as requested by your Store Manager

## SPIRITUAL AND PERSONAL QUALIFICATIONS

- A committed follower of Jesus Christ
- An understanding of, and resonance with, [HOPE's mission, vision and values](#), and v30 direction
- Affirmation of [The EPC's Essentials of Faith](#)

## PHYSICAL DEMANDS

This position is physically demanding and has physical requirements that are not limited to:

- often lifting up to 50 lbs, occasionally lifting up to 100 pounds or more

- often moving self in different positions to accomplish tasks in various environments including tight and confined spaces
- occasionally operating machinery and/or power tools
- occasionally operating motor vehicles
- ascending or descending ladders and stairs
- noisy environments
- bending
- standing long hours
- communicating with others to exchange information.

**SCHEDULE**

Store hours are Tuesday through Saturday, noon-5:30 pm; meetings and opening and closing of stores will occur outside those hours. Total 20 hours/week.

In order to apply, please submit the following to: [hr@hopecentral.com](mailto:hr@hopecentral.com)

- Cover letter + resume
- HOPE [application for employment](#)