



Office Coordinator Position Description

Position Overview:

Come join us at Joseph's Coat! We run a free store where all are welcome to shop in an environment of dignity and respect! The Office Coordinator shares in the mission and vision of Joseph's Coat and is primarily responsible for answering phones and scheduling appointments. They may also assist with office and store related projects, and provide support for volunteers, donors, and shoppers. This is a part-time position working approximately 30 hours/week, with required on-site hours of 8:00-3:30 M, T, W and Th. (There is a possibility of job sharing, so apply even if you aren't available all days!)

Duties and Responsibilities

Office Coordination and Appointment Scheduling:

- Assist Operations Manager with setting up each day the store is open.
- Answer phone calls and make appointments for donors and shoppers.
- Provide information about Joseph's Coat on the phone and in-person at the store.
- Assist with training and supervising volunteers that are answering the phones.
- Respond to website inquiries from potential shoppers, volunteers, and donors.
- Assist with receiving and sorting store donations and on the store floor as needed.
- Assist with communications projects including newsletters and special projects.
- Additional responsibilities as assigned by the Operations Manager and/or Executive Director.

Qualifications:

The ideal candidate enjoys working with a diverse group of people in a fast-paced environment, with the ability to manage multiple priorities in a changing environment.

Desired qualifications include:

- Excellent communication and engagement skills, effectively working alongside and serving diverse communities and stakeholders.
- Experience working in a non-profit setting.
- Ability to prioritize assigned and unexpected tasks in a changing environment.
- A positive and inclusive attitude with strong interpersonal skills.
- Is dedicated to supporting a safe environment for staff, volunteers, donors, and customers.
- The ability to speak another language is preferred but not required.

The Office Coordinator will be sitting or standing while on the phone. They will also be on the store floor and in the donations area and will need to be able to lift 25lbs from the floor to shoulder height and to bend and twist while lifting, carry, reach, pull and/or push items.

Salary and Benefits:

This is an hourly position with a pay range of \$20-24/hour. Benefits include PTO and retirement match.

To apply, send your resume and cover letter to hr@josephscoatmn.org