Position: Assistant Store Manager
Reports to: Store Manager
Status: Full-time

Summary:
At Evergreen Habitat for Humanity, we believe in a world where everyone has a safe and decent place to live. Through volunteer labor and tax-deductible donations of money and materials, Habitat builds and rehabilitates simple, decent houses with the help of the homeowner. Habitat houses are sold to families at no profit, financed with affordable, no-interest loans. We build strength, stability, and self-reliance and are looking for the next passionate leader to join our team!

A key source of funds to support our mission comes from our retail operations at the Clark County Habitat for Humanity Store. The Habitat Store is a home improvement outlet that takes donated new and used building materials, furniture, appliances, lighting fixtures and other home goods, then sell them to raise money for Habitat home-building projects while diverting tons of reusable materials out of area landfills.

Evergreen Habitat is searching for a dynamic and committed professional to serve as our Assistant Store Manager at our Clark County Habitat Store. This position is responsible for establishing a productive flow of daily operations, and ensuring the store upholds efficient, organized, profitable, and high functioning standards set forth by leadership. The individual in this role is expected to perform all tasks safely, efficiently, and effectively, and to use polite and respectful communication with staff, volunteers, and customers.

Essential Duties and Responsibilities
In partnership with the Store Manager:

- Oversee store operations and employee performance
- Ensure volunteer program success
- Meet and exceed customer service standards
- Model and maintain safe working conditions
- Assume the role of Store Manager at the directive and/or absence of the Store Manager
- Assure that staff, volunteers, customers, donors, and community partners are treated with respect and dignity regardless of race, ethnic background, gender, or socioeconomic status
- Other duties as assigned

Required Skills and Competencies:

- Three (3) years minimum experience in a supervisory or management role, or equivalent work experience
- Exemplary leadership and problem-solving skills, including addressing unexpected issues and emergencies.
• Ability to train and develop staff on all aspects of donation intake, pricing, merchandising, and Square POS systems with an emphasis on providing excellent customer service.
• Skill to manage customer and donor issues and complaints professionally and courteously.

• Ability to effectively guide all aspects of store operations in coordination with Store Manager.
• Strong organizational and time management skills including the ability to balance administrative tasks with other operational duties.
• Knowledge of safe and appropriate tool and equipment use, such as a forklift, pallet jack, and dolly
• Knowledge of communication tools, such as telephone, email, and 2-way radio
• Adaptable to a changing work environment
• Desire to learn and teach new operations skills as the program develops
• Strong written and verbal communication skills; excellent interpersonal skills
• Demonstrated commitment to promoting diversity, equity, and inclusion in the workplace.
• Strong understanding of safety protocols and procedures.
• Basic math skills

Preferred Skills, Knowledge, and Experience:
• Any qualifying combination of education, certification, and experience that demonstrates the ability to perform the duties of the position.
• Experience in hiring, training, and coaching retail staff preferred
• Experience in retail industry with knowledge of POS systems and inventory management preferred
• Experience volunteering and/or managing volunteers preferred

General Work Schedule:
• 40 hours/week, open availability preferred. Regular days off will most likely be Wed/Thursday or Thursday/Friday.
• Current shifts: 9:00am - 5:00pm, 10:30am – 6:30pm

Work Environment and Physical Demands:
• This job operates in an open, warehouse retail environment
• This position is very active and requires consistent standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing
• This employee must frequently lift, move, and/or load items over 50 pounds

COVID-19 Vaccination Requirement:
All Evergreen Habitat for Humanity employees must be vaccinated unless a medical exemption is in place.

Salary and benefits: Salary: $45,000, dependent on experience and skills. Benefits include paid medical and dental insurance, paid holidays, retirement contributions, and paid time off.

To Apply:
Email resume and cover letter to Store Manager, Michelle Dietz, michelle@ehfh.org. A background check, including criminal records and sex offender registry, will be conducted prior to offer of employment.

**Equal Employment Opportunity:**

Evergreen Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, creed, religion, gender, marital status, age, national origin, political ideology, citizenship, the presence of any sensory, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.