



## POSITION AVAILABLE

Outreach Community Ministries, Inc. (OCM) is a Christian, community service organization seeking to attract and hire a diverse staff of highly competent professional employees.

**Position Title:** Part-time Resale Store Co-Manager

**Division:** Jubilee Furniture Store (JCF)- Lombard, IL

Jubilee Furniture in Lombard is a used furniture and traditional resale store that generates income after expenses to support the programs and ministries of OCM, Inc. The store also serves as a platform for employment training for young adults. The Lombard store is an exciting partnership between Outreach Community Ministries and Timothy Christian Schools.

**Job Responsibilities:** The Resale Store Co-Manager for the traditional resale department will play a key role in the launch of the new resale store in partnership with General Manager, the Co-Manager for the Furniture Department and the store's Leadership Team. The Co-Manager will lead a staff, volunteer, and employment training participant team during their shifts with responsibility to:

- Manage all onsite operations and implement store policies procedures
- Ensure the delivery of high-quality customer service
- Ensure the store is maintained in a clean and safe manner
- Oversee cashier station, transactions, and cash handling
- Provide leadership for traditional resale department pricing and floor set-up teams
- Coordinate with the General Manager on facility management needs
- Partner with the Co-Manager to deliver an effective volunteer management program
- Identify policy, procedure or system needs and contribute to development

**Requirements:** A passion for the mission of Outreach. Demonstrated team leadership skills and ability to train and equip staff, volunteers, and employment training participants. Previous employment or mentoring work with young adults. 3-5 years of traditional resale or retail experience is required. Basic knowledge of retail marketing. Strong communication skills with ability to motivational style and ability to communicate across culture. Strong organizational and planning skills. Proficiency in MS Word/ Excel/ Outlook. Internet research skills. Valid IL driver's license, auto insurance and good driving record required. Ability to move medium-sized donated furniture with team members (up to 50 lbs.). A commitment to OCM's Statement of Mission and Faith is required.

**Status:** Part-time. 27.5 hours/ week. Daytime hours Tues., Wed., Sat. Daytime & evening hours Thur. and Fri.

**Compensation:** Hourly rate for the position falls between \$21-\$24 based on experience and skills.

**Apply Online:** [www.weareoutreach.org](http://www.weareoutreach.org)

**Posting Date:** June 28, 2022

OCM complies with all applicable state and federal laws pertaining to nondiscrimination in employment, including nondiscrimination on the basis of race, color, sex, national origin, age, and disability. As a religious organization, OCM reserves the right to make employment decisions based on its religious identity, as permitted by state and federal law.