



We build strength, stability,
and self-reliance through shelter.

Habitat For Humanity Greater Cincinnati

Position: ReStore Donations Coordinator

Type: Full-Time/Hourly

Manages Others: No

Reports To: Donations Manager

Position Summary

Primarily responsible for scheduling donations pickups, which includes answering incoming phone calls, retrieving voice mail messages and email messages, and screening donations based on the guidelines set forth in the 'Donations Criteria' section of this manual.

Position Responsibilities

- Schedule the trucks to pick up donations.
- Daily, check the ReStore's voice messages first thing in the morning as well as throughout the day.
- Answers the ReStore phone to answer questions, screen donation calls to assure materials are acceptable and sellable, and to schedule pickups and deliveries.
- Encourage donors to drop off their donations.
- Help manage online donations and call donors back with pickup confirmation information.

Qualifications

- Excellent communication and customer service skills
- High school degree or equivalent
- minimum 5 year's work experience
- Computer skills

We are an equal opportunity employer.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



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This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

