



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

Position Description

Position Title: ReStore Donations Scheduling Coordinator

Employment Type: Full-time, 40 hours per week

Compensation: The salary for this position ranges between \$18.00-\$21.00 per hour. Salary commensurate with experience and qualifications.

Reports to: Director of ReStore

Position Overview

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks a individual to join our ReStore team a ReStore Donations Scheduling Coordinator.

The ReStore Donations Scheduling Coordinator is responsible for:

- Responding to all donation related messages through voicemail and e-mail
- Dispatching pickups to driver as needed
- Creating truck driver's travel route to maximize efficiency
- Maintaining relationship with donors through the life of the scheduling process
- Communicating regularly with ReStore Managers or Assistant Managers regarding wanted and unwanted inventory

Compensation and Benefits

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The hourly rate of this position is \$18.00-\$21.00 per hour and is full time (40 hours per week). Scheduled days may vary by project. Compensation commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

About Habitat DC-NOVA

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at habitatdcnova.org.

Essential Duties

- Manage ReStore's truck schedule
- Respond to all donation related messages through voicemail and e-mail
- Dispatch pickups to driver as needed
- Create truck driver's travel route to maximize efficiency
- Maintain relationship with donors through the life of the scheduling process
- Communicate regularly with ReStore Managers or Assistant Managers regarding wanted and unwanted inventory
- Determine the approximate value of the donations in order to maximize pick ups
- Ensure all Donated items are of good resale quality by communicating standards to donors
- Coordinate truck maintenance with drivers and leasing company
- Troubleshoot issues with GPS system
- Works in tandem with Donations Relations Manager to schedule pickups for their donors and businesses

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties and responsibilities held by this position. Responsibilities may change over time. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Qualifications

- Experience with(scheduling deliveries and/or pick-ups
- Knowledge of DC/VA Metro area locations preferred
- Excellent organizational and planning skills
- Excellent verbal communications skills

- Good customer service skills
- Good at multitasking
- Ability to work in a fast pace environment
- Ability to work independently
- Ability to work with individuals of diverse races, faiths, income and skill levels
- Ability to work well with volunteers
- Proficient in Microsoft Excel, Outlook and Internet

To Apply

To apply for this position, please submit a resume and cover letter with your desired salary to D.McGowan at dmcgowan@habitatnova.org. Please include ReStore Donations Coordinator in the subject line. You may also apply online via our postings.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.