



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

JOB POSTING

- POSITION TITLE:** ReStore Donations Coordinator
- EMPLOYMENT TYPE:** Full time, Non-Exempt, 40 hours per week
- SCHEDULE:** Monday – Friday
- COMPENSATION:** The hourly range for this position is \$16-\$18/hour, commensurate with experience and qualifications.
- REPORTS TO:** ReStore Manager - Alexandria

POSITION OVERVIEW

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks an individual to join our Alexandria ReStore team as a ReStore Donations Coordinator. The ideal candidate is very detail oriented, has strong verbal and written communication skills, good customer service skills, high sense of urgency and strong technical/computer skills required.

The ReStore Donations Coordinator is responsible for:

- Respond to all donation related messages through voicemail, phone calls and e-mails
- 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

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 \$16-\$18 per hour. This is a full-time 40 hour per week position. Compensation commensurate with experience and qualifications. We offer a

DC Office
2115 Ward Court, Suite 100 Washington, D.C. 20037
Phone: 202.882.4600

NOVA Office
6295 Edsall Road, Suite 120 Alexandria, VA 22312
Phone: 703.521.9890 Fax: 703.521.9893

<https://www.habitatdcnova.org/>

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. Phone calls and e-mails
 - 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 and are acceptable items by communicating standards to donors
- Coordinate truck maintenance with drivers and leasing company
- Ability to determine the quantity of items being picked up to maintain the space inside our trucks

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
- Ability to maintain confidentiality in all aspects of the job
- Ability to exercise excellent judgment in representing the organization
- Excellent organizational and planning skills
- Excellent verbal communications skills
- Good customer service skills
- Good at multitasking
- 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 (Salesforce knowledge a plus)
- Ability to lift up to 30lbs
- Must be able to show proof of current and updated Covid-19 vaccination status and be willing to comply with all other CDC guidelines.

To Apply

To apply for this position, please submit a resume and cover letter with your desired salary to the Alexandria ReStore Manager, Dustin Miller Dustin.Miller@habitatdcnova.org . Include **ReStore Donations Coordinator** in the subject line. You may also apply via our online postings. The deadline for submission is February 19, 2024.

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.