



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

### **JOB POSTING**

**Position Title:** ReStore Assistant Manager - Alexandria

**Employment Type:** Full-time, Exempt, 40 hours per week

**Schedule:** Scheduled to be determined based on business requirements

**Compensation:** The salary range for this position is \$45,000-\$53,000 annually, 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 team as a ReStore Assistant Manager-Alexandria

The ReStore Assistant Manager is responsible for assisting in the day-to-day operations of the ReStore. The ReStore is a retail business that sells donated building materials, furniture, and appliances at discounted prices to generate revenue to support Habitat for Humanity of Washington, DC and Northern Virginia in its mission to build homes, communities, and hope.

The ReStore Assistant Manager will assist the Manager in the daily operations of the ReStore with shared responsibility for the overall business performance of the store, with priorities that include selling, assisting customers, donors, and overseeing staff and volunteers. The position requires collaboration with the Assistant Vice President of Retail Operations, Development Team, Volunteer Services, Construction, and Finance, as well as Managers of other ReStores, volunteers and donors. The ReStore Assistant Store Manager is Manager on Duty (M.O.D.), in absence of Store Manager.

### **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 salary range for this position is \$45,000-\$53,000 annually, 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](https://www.habitatdcnova.org).

### **RESPONSIBILITIES:**

- Financial success of the ReStore, including achieving revenue and profitability goals
- Customer service, sales assistance, and assistance to donors through active and engaged sales floor presence
- Leadership, development, and performance management of the store employees
- Overseeing volunteers and volunteer groups, making their experience meaningful
- Maintaining Habitat's branding, merchandising, pricing, and presentation standards
- Screening for product usability when donors call or bring in donations
- Communicating and coordinating with Donations Coordinator regarding incoming donations
- Operations management for the store in partnership with the manager
- Ensuring store safety and cleanliness
- Other Duties as assigned

### **QUALIFICATIONS:**

- A minimum of 1-year responsible leadership, directing successful teams and accountable for meeting business objectives, preferably in a retail environment
- Minimum high school diploma or equivalent, bachelor's degree preferred
- Excellent application of customer service, interpersonal, and communication skills; ability to interact with donors, customers, volunteers, and other constituents in-person, by phone and in writing
- Visual Merchandising: knowledge of best visual and marketing display practices
- The ability and willingness to call on existing and potential donors to increase merchandise in the store
- Demonstrated ability in training, managing, leading, and developing employees in a consistent, positive and safety conscious manner
- Basic computer skills

- Ability to spend majority of the day standing, walking, and moving about ReStore assisting customers. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions
- A history of successfully adapting to rapidly changing conditions with unexpected shifts in priorities
- Must pass Criminal Background Check and Sexual Offender Check
- Must be able to safely lift and position at least 50 pounds

### **Working Conditions**

1. Indoors in air-conditioned/heated office, outdoors/indoors on-location for various activities conditions may include:
  - a. Exposure to extreme temperatures
  - b. Loud noises
  - c. Other various adverse working conditions associated with warehouse work
2. Equipment Use:
  - a. Includes use of Square POS, Salesforce, Internet based applications, Microsoft Office Suite, and telephone
  - b. May include use of company vehicles, construction tools, and warehouse equipment
3. Work Hours:
  - a. Position requires working 40 hours per week and will include Saturdays
  - b. Must have access to a vehicle for work-related off-site meetings and events

### **TO APPLY:**

To apply for this position, please submit a resume to Scott Martin at [scott.martin@habitatdcnova.org](mailto:scott.martin@habitatdcnova.org), Include "ReStore Assistant Manager-Alexandria" in the subject line.

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, age, sexual orientation, gender identity, genetic information, national origin, veteran or disability status.

Habitat for Humanity of Washington, DC & Northern Virginia is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact [scott.martin@habitatdcnova.org](mailto:scott.martin@habitatdcnova.org).