



Following Jesus Christ, who transforms lives, we equip our community to love, serve and connect with dignity.

3300 Van Buren Street
Hudsonville, MI 49426
lovewm.org | (616) 662-3300

About Us: Love Your Neighbor is an engaging nonprofit that works to find ways to equip the community to love, serve and connect with dignity. Valuing grace and collaboration, we are always seeing new ways to work with others and stay curious. What drives us to show up to work each day is the belief that God is using the connections and relationships formed through this nonprofit to transform lives - all of our lives. Our core ministry supports local families struggling to make ends meet by providing holistic education, critical resources and peer support to reach their self-identified goals and thrive. If you want to join us in living out our values of grace, collaboration, dignity and diligence, we'd love to meet you.

Position Title: : Assistant Manager of Resale

Reporting Relationship: Store Managers

Function: The Assistant Manager will work in concert with the Store Manager and Director of Resale Operations to support monthly and annual in-store goals that support the achievement of Love Your Neighbor's overall ministry goals. The Assistant Manager will be expected to lead, motivate, and inspire the team of volunteers to live into the mission and values of Love Your Neighbor. This position is part-time and will be scheduled between 15-30 hours weekly, including two Saturdays each month, at the discretion of the Director of Resale Operations.

Hours: Part-Time

Responsibilities:

Opening and Closing Duties:

- Responsible for store opening/closing procedures (cash management, documentation and security, training staff and volunteers, customer service, sales etc.).
- Clear and consistent communication with the store manager regarding day to day tasks and overall resale goals.

Customer Service:

- Live out our core values of collaboration, openness, dignity, grace, and diligence.
- Handle all customer concerns and questions with a positive and curious mindset.
- Run the cash register and process customer transactions. Must be able to stand 4 - 8 hours per shift.
- Train and support volunteer cashiers during busy hours.

Store Maintenance:

- Create displays for all departments. (May include climbing ladders/stairs, lifting boxes).
- Maintain a high level of store cleanliness and organization on both the sales floor and back room work areas.

Volunteer Management:

- Support and engage with your volunteer team.
- Participate in volunteer appreciation events and activities.
- Lead, encourage, and hold volunteers accountable.



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Qualifications

- A personal relationship with Jesus Christ that results in a life lived in obedience to the will of God.
- Self-directed, teachable spirit with a servant's heart for ministry.
- Understand and own the vision of Love Your Neighbor: Following Jesus Christ, who transforms lives, we equip our community to love, serve, and connect with dignity.
- Availability to work a variety of shifts during open or closed business hours.
- Availability to participate in and attend Love Your Neighbor community and fundraising events.
- Preferred experience in retail, product merchandising, and experience working in a nonprofit ministry.
- Preferred experience working with and motivating a diverse volunteer workforce.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with high attention to detail.
- Excellent people, communication, and listening skills.
- Ability to consistently encourage and support others.

Hourly Wage: \$15/hour

To apply, please email your resume to Cindy Pontier: Cindyp@lovewm.org