



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

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3300 Van Buren Street  
Hudsonville, MI 49426  
[lovewm.org](http://lovewm.org) | (616) 662-3300

**About Us:** Love Your Neighbor is an energizing nonprofit that works to find ways to equip the community to love, serve and connect with dignity. Valuing grace and collaboration, we are always seeking 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, openness and diligence, we'd love to meet you.

**Position:** Warehouse Assistant Manager

**Reporting Relationship:** The Warehouse Assistant Manager will report directly to the Warehouse Manager.

**Function:** The Warehouse Assistant Manager supports the Warehouse Manager in daily operations, ensuring efficient organization, inventory management, and workflow. The Warehouse Assistant Manager fosters relationships with item donors and volunteers, serving as the first point of contact for the warehouse. This role involves providing clear direction, training, and support to volunteers while upholding the mission and values of Love Your Neighbor.

**Salary:** Starting at \$16.00 per hour

**Hours:** Part Time, Monday 4 hours, Wednesday 8 Hours, Thursday 8 Hours.

### **Responsibilities**

- Proactively communicate, support and fulfill the mission, vision, core values, purposes and goals of Love Your Neighbor.
- Organize and streamline our warehouse operations by eliminating unneeded items, changing gaylords, coordinating schedules with volunteers, and delivering warehouse goods to appropriate facilities.
- Represent our values in every interaction including those with our volunteers and donors.
- Manage donation intake and sorting area
- Inspect incoming donations to insure they meet our standards
- Field customer concerns and questions
- Optimize donation inventory storage and process flow
- Manage and motivate volunteers of differing ages and experiences
- Coordinate product delivery and inventory management with stores
- Other duties as assigned by the Warehouse Manager

### **Qualifications**

- A personal relationship with Jesus Christ.
- Understands and owns the mission and vision of Love Your Neighbor.
- Preferred 2 years experience in management role with increasing responsibility
- Preferred two years of proven ability to develop, lead, and motivate volunteer teams



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- High School Diploma or equivalent.
- Ability to lift items up to 40 pounds.
- Availability to work weekdays.
- Ability to work with diverse groups of people.
- Strong logistical skills (attention to detail, ability to manage and prioritize multiple tasks concurrently, and objectively apply problem-solving skills)
- Excellent communication and listening skills – the ability to consistently encourage and support others
- Experience using Microsoft and Google Suite applications
- Self-directed, teachable spirit with a servant's heart for ministry

**To apply, please email your cover letter and resume to Alex Damaska: [alexd@lovewm.org](mailto:alexd@lovewm.org)**