



POSITION TITLE: **Online Sales Coordinator**

REPORTS TO: Operations Manager

Position Summary: In accordance with the standards of the House of Mercy and in union with the Magisterium of the Catholic Church practices and policies, the Online Store Coordinator plays an important role at the House of Mercy. The Online Store Coordinator will oversee and coordinate the online retail platforms of House of Mercy along with other key business functions related to House of Mercy. They will ensure that all processes and all similar components essential to the smooth and effective operation of the House of Mercy are carried out in a professional and merciful manor.

The Online Store Coordinator will play a vital role in contributing to the total effectiveness of the Mission, communicating openly, solving problems proactively, offering creative ideas and working as a positive, engaged team member. Flexibility and a cooperative spirit are crucial characteristics of the individual who holds this position.

Responsibilities:

- Identify items and work with donation center staff and marketing coordinator to select items for online sales
- Research and photograph items selected for online sale
- Manage online retail platforms such as Ebay, Poshmark, House of Mercy website and other potential platforms, posting items, communicating with customers, and managing the site, maintain high customer service ratings on all platforms, increase online visibility and meet sales goals
- Mail purchased items to customer
- Keep items organized for online sales
- Complete reports as necessary
- Other duties as needed

Job Requirements:

- College graduate of equivalent preferred
- Excellent communication skills
- Highly organized
- Great customer service and people skills
- Flexibility and willingness to grow
- Competency in Microsoft Word, Excel, Publisher, Email and online sales platforms

Work Hours: Part time, 24 hours/week, Must be able to work during special events (nights & weekends) and extra hours as needed