

## **Job Details**

Merchandise Coordinator/Management Team Member

Job Type: Nonprofit Consignment/Resale

Organization: The-Next-to-New-Shop of St. David's Episcopal Church

Application Closing Date: Until Position is Filled

## **Description**

The-Next-to-New-Shop seeks a Merchandise Coordinator. The Merchandise Coordinator will be an individual with a passion for mission, and a concern for the environment. The Merchandise Coordinator is responsible for coordinating the intake of furniture consignments from the daily consignors along with coordinating the deliveries and pickups of estate consignments. The Merchandise Coordinator will work with the Executive Director, other staff members, and volunteers in helping The-Next-to-New-Shop successfully reach its long term goals.

## **Primary Responsibilities**

- Manage and assist in the intake of furniture consignments, schedule and perform estate pickups, price furniture and other large consignment items.
- Supervise and assist co-workers and volunteers in the moving, placement, and loading of furniture and other purchases into customers' vehicles.
- Able to move large and at times heavy pieces of furniture in the shop and during estate pickups. (50lbs or more)
- Input consignor information into the inventory database; print and tag consigned items.
- Set up new consignor accounts in the inventory database.
- Responsible for opening and closing of the store, balancing monies and making bank deposits.
- Support the volunteers when technical issues arise, and with their decision making process in the retail space, consignment area, and the estate room.
- Help to enforce the policies put into place by the Board of Directors.
- Help in the effort to expand awareness of what Next-to-New is and does for the community within the congregation of St. David's and the Austin community at large.
- Work with the Executive Director, staff, and key volunteers in refining the consignment and sales processes and procedures currently in place.

## **Experience, Capabilities, Knowledge**

- Must possess a professional and positive attitude in dealing with the general public and Next-to-New's team of volunteers.
- Comprehension of retail operations and the consignment/resale process required.

- Confidence in instructing and leading staff members and volunteers in the daily operation of the shop.
- Ability to quickly learn the proprietary software used at the shop.
- Capable of remaining calm, yet firm in dealing with stressful situations involving consignors, customers, staff, and volunteers.
- Comfortable working in a diverse volunteer based environment.
- Organized, meticulous, and well prepared to meet the daily challenges that occur in the sometimes chaotic environment of consignment/resale.
- 40 hours per week including Saturday as a must work day.

### **How to Apply**

Send resume and cover letter via email to:

[sales@next2new.org](mailto:sales@next2new.org)

If no access to email, please mail a copy to address below Attn: Vic Little, or fax to: 512.459.1760.

You may also bring resume in person between the hours of 11am-3pm Tuesday thru Friday.

If necessary you may call: 512.489.1288

The-Next-to-New-Shop  
5435 Burnet Rd.  
Austin, TX 78756  
[www.next2new.org](http://www.next2new.org)