

**Position Title:** Regional Director of Retail Operations-Auburn

**Department:** Thrift Store

**FLSA Status:** Exempt – 30 hrs/week Salaried

**Location:** Lincoln, Nebraska

**Reports to:** Executive Director

**Date Created:** August 2019

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

**Position Summary:** Catholic Social Services -Auburn seeks a positive, out-going, creative, dependable and mission motivated leader for the position of Regional Director of Retail Operations-Auburn. This person will initiate, develop, and execute outreach opportunities in the management of our St. Francis Gift & Thrift Store in accordance with the mission of CSS. This position is charged with marketing, merchandising, donor relations, volunteer coordination, and management of the thrift store operation.

**Essential Functions:**

- Manage all employees and volunteers of the thrift store including scheduling, employee relations, hiring, and terminations.
- Accept donations and ensure organization of the backroom.
- Report on sales and payroll record to ensure profitability of the store.
- Prepare advertisements for the week and coordinate social media postings.
- Coordinate with recycling and trash services to pick up scrap or excess donations.
- Work directly with the operations department to schedule and approve facility maintenance.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS' mission.
- All other duties assigned.

**Preferred Competencies:**

- Communication; written and verbal
- Cooperation
- Teamwork
- Problem Solving
- Ethical
- Organizational Support
- Safety and Security

**Qualifications:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by applicable Federal and Nebraska laws.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 40 pounds, and occasionally lift and/or move up to 50 pounds.

**Working Environment:**

While performing the duties of this job, the employee is frequently exposed to both inside and outside weather conditions. The noise level in the work environment is usually moderate.

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