



**ST. GABRIEL MERCY CENTER
MOUND BAYOU, MS**

JOB DESCRIPTION

**JOB TITLE:
Thrift Store Coordinator**

JOB SUMMARY:

The Thrift Store Coordinator is responsible for managing all daily operations of the thrift store, ensuring an organized, customer-friendly environment, and contributing to the overall financial growth of the store through innovative retail strategies and community engagement.

MISSION:

Rooted in the Mission of Jesus, the Thrift Store Coordinator provides excellent customer service, maintains store equipment and inventory, implements creative merchandising strategies, and collaborates with internal programs to meet community needs.

PRIMARY RESPONSIBILITIES

Store Operations & Inventory Management

1. Stocks and restocks items on the sales floor.
2. Serves as cashier and assists customers with purchases and transactions.
3. Assesses and sorts incoming donations for quality and reusability.
4. Prices goods fairly and prepares items for sale.
5. Maintains attractive and clean merchandise displays.
6. Organizes and maintains donation and storage areas throughout the day.
7. Ensures quality control of inventory and disposal of unsellable or damaged goods.
8. Cleans, prices, and displays merchandise in accordance with store procedures.
9. Sends donor information to the **Finance and Operations Manager** for tracking.
10. Arranges displays and store layout.
11. Ensures the store remains stocked with needed supplies and equipment.
12. Participates in store events and promotional sales as scheduled or assigned.
13. Collaborates with the Emergency Assistance Program to address client clothing needs.
14. Performs other duties as directed to ensure efficient store operations.

Marketing & Promotion

1. Develops creative marketing strategies to increase store visibility, customer traffic, and sales.
2. Coordinates sales events, promotions, and special campaigns.
3. Creates or coordinates social media content and flyers to promote store inventory and donation drives.
4. Collaborates with supervisor to track performance and marketing impact.
5. Builds and maintains relationships with local community groups and partners to expand store reach.

Sales & Revenue Support

1. Assists in setting monthly and seasonal sales goals in collaboration with leadership.
2. Monitors sales trends and customer preferences to inform inventory decisions.
3. Identifies best-selling items and adjusts pricing and displays to increase revenue.

Miscellaneous Responsibilities

- Maintains a clean, welcoming, and safe environment at all times.
- Attends monthly staff meetings and presents monthly activity reports.
- Sets annual goals for store operations and growth.
- Seeks professional development opportunities related to retail, marketing, and community engagement.
- Contributes to SGMC's annual reporting.
- Performs other duties as assigned by SGMC leadership.

EDUCATION AND JOB SKILLS REQUIRED

- High School Diploma or GED.
- Experience in retail or customer service.
- Strong interpersonal and organizational skills.
- Creativity and innovation in merchandising and marketing.
- Ability to multitask and maintain confidentiality.
- Basic computer literacy (Word, Excel, Internet, social media platforms).
- Valid Mississippi Driver's License.

Reports to: Assistant Director/Supervisor of St. Gabriel Mercy Center Programs