

Job Title: Database & Dispatch Coordinator

Position Location: Charlottesville, Virginia

Reports to: Habitat Store Operations Manager

Employment Type: Part-time, Exempt-Professional, Hourly. May includes some evenings and weekends.

Organizational Background:

Habitat for Humanity of Greater Charlottesville is a non-profit organization that brings people together to build and rebuild homes and communities, so that everyone in Charlottesville can have a decent place to live. We are deeply committed to working in respectful partnership with community members to support healthy neighborhoods. The Database & Dispatch Coordinator will be based out of the Habitat Store location at 1221 Harris St., Charlottesville, VA.

Role:

The Database & Dispatch Coordinator is tasked with scheduling and processing donation pickup requests over the phone and online, monitoring and upkeep of the online E-Store sales platform, Store website monitoring, Store Social Media, and overall technology support for the Habitat Store.

We are looking for someone who has the following:

- Experience in retail environment
- Outgoing, friendly, positive and “can do” attitude
- Experience working with technology, general enthusiasm for computers and technology
- Professional demeanor and attitude
- Excellent verbal and written communication skills
- Sensitivity to people from multiple cultures and backgrounds

Preferred, but not required experience:

- Experience with website maintenance.
- Experience with database management
- Experience developing and growing social media for an organization
- Driver’s license

Things you will do in this position:

- Use web-based program to schedule and organize donation pickup requests both on-line and over the phone
- Manage E-Store sales platform to include addition/deletion of product, approval or denial of purchases, taking pictures and communication of sales to Store Staff for processing
- Manage Habitat Store website to insure updated information
- Habitat Store technology support and training
- Social Media plan development and implementation
- Work with volunteers to maintain and update database information
- Effectively supervise volunteers as needed
- Provide friendly and excellent customer service on sales floor as needed

Habitat for Humanity of Greater Charlottesville is an equal opportunity employer. Women, minorities, and people with disabilities are encouraged to apply. If you are asked to interview and require modifications, please let us know.