



# Thrift Store: Book Dept. Associate

PT/FT Options

As a social enterprise business, we believe that working at Global Neighborhood is about more than just collecting a paycheck. We are a mission driven 501c3 that offers pathways to employment for our neighbors who came as refugees. We create opportunities for growth and an environment where our employees can thrive. We are striving each day to become an anti-racist organization. For 11 years, we have created employment and training opportunities for former refugees, providing work for people from 31 different countries. We are looking for someone knowledgeable in books who is efficient and has a production mindset to join our team.

## Summary of Position

As a Book Department Associate at Global Neighborhood Thrift, you will report directly to the Book Department Supervisor and the Thrift Store Manager, and may occasionally train and supervise volunteers. You will focus on efficiently grading books for sale online and in store, list books in online marketplaces, ship completed orders, and perform customer service tasks for online orders. You will also assist in genre-sorting books and merchandising the retail book section. You may also work in the thrift store in cashier, general stocking, and production roles as needed by the Store Manager.

## Essential Functions

### *Drive for Results*

- Achieve sales goals by quickly and accurately identifying, listing, and shipping books through our online marketplaces.
- Collaborate with other book department staff to increase overall book profit

- Help achieve thrift store sales goals by assisting with general production, stocking, and customer service

### *Operations*

- Quickly scan books to grade them for online or in-store sale, with a target rate of 1 gallon of books scanned every 2.5 hours.
- Accurately list books online, and fulfill orders each day.
- Identify books to be marked up for higher price in-store
- Genre sort books and assist with in-store book merchandising and stocking daily
- Fill in as needed in other thrift store roles
- Train and supervise volunteers on book scanning

### Skills Required

- Full buy-in of Global Neighborhood's mission
- Knowledge of books, book genres, and popular literature
- Productivity-focus: Ability to work quickly while maintaining quality
- Ability to be flexible in daily tasks depending on the store manager's needs
- Strength in Google Workspace Suite, as well as competency in Windows-based software for online listing
- Ability to communicate effectively across language and culture barriers
- Respect and have knowledge of cultures, religions, ethnicities, gender, and sexual orientations other than one's own
- Ability to lift/push/pull up to 40 pounds and stand/move for an entire shift

### Compensation & Benefits

- \$16.00-\$17.00 per hour DOE
- Health insurance for full time employees
- Company-matching SIMPLE IRA

To apply, submit your resume and a cover letter by email, to  
[julie@global-neighborhood.org](mailto:julie@global-neighborhood.org)