

Social Media Coordinator

Job Description:

Posting and maintaining various forms of marketing and their sales including but not limited to product pictures, selfies, videos, flyers etc on social media platforms including but not limited to facebook, instagram, snap chat and tik tok on behalf of Labouré Exchange Thrift shop and Vincentian Marian Youth.

Other Duties

- Price items for sale
- Merchandising i.e. mannequin displays, window/store displays
- Stock sales floor
- Hang merchandise
- Sending and maintaining invoices to customers
- Coordinate item for shipping
- Coordinate seasonal displays
- General store organization
- Sort donations
- Direct and assist donors
- Separate and organize items for remains and recycling
- Pack and arrange holiday and offseason items
- Rotate merchandise
- Answer customer inquires: in person, online line and over the phone
- Register operation
- Process customer sales
- Ensure that the store is getting cleaned properly
- Serve voucher recipients and process transactions
- Greet and aid all visitors to Labouré Exchange
- Assist with nightly reconciliation
- Make bank deposits
- Cleaning
- All other duties as assigned

Minimum Requirements:

- Basic Computer skills
- Ability to operate a copier/printer
- knowledge of social media
- Good verbal communication skills
- Basic math skills
- Experience in handling cash/credit card transactions preferred, but not required

- Problem-solving

About:

Labouré Exchange - Thrift Store is a part of Vincentian Marian Youth - SEMO. Vincentian Marian Youth - SEMO is a 501c(3) non-profit organization dedicated to helping teens in Southeast Missouri grow in their Catholic faith through formation and service programs.