



Job Description

Job Title	Jewelry Coordinator
Reports To	Business Manager
Classification	Part-time, hourly

Job Purpose

The purpose of this position is to coordinate all activity for the Jewelry Team of Volunteers. Lead efforts to acquire, research the value of consigned/donated goods, authenticate, price and display sufficient product to sell in support of Legacies’ monthly sales goals. Effectively manage relationships with consignors. Respond to customer inquiries as needed. Participate in weekly (Friday) Team Huddle. Cover one shift each week on the sales floor to help with sales. Participate in special events as requested.

Duties and Responsibilities

Although the actual task assignments may vary each week, the expectation is for the Jewelry Coordinator’s time to be focused in this manner:

70% Jewelry Team Coordination

The Coordinator will lead the Jewelry Team’s efforts to procure merchandise by taking appointments and contacting prospective donors/consignors. When requested, the Coordinator will create social media solicitations for product that meet established marketing standards. The Coordinator will direct the team when determining the value of an item, will properly tag it and place it in inventory. Displays of Jewelry items will be set and refreshed in keeping with the standards established by the Merchandising Coordinator.

20% Participate in Weekly Team Huddle

The Coordinator will present weekly sales updates (derived from Liberty’s Profit by Category Report) at the meeting, will participate in discussions of sales and product promotions, and after the meeting, will share information with the Jewelry Volunteers.

10% Other Tasks as Assigned

Each week’s shift on the sales floor is in addition to the hours required to cover all duties and responsibilities.

Qualifications

The Coordinator must have a general understanding of the store's operation, mission and pricing method. The Coordinator must have a greater degree of understanding of the Jewelry's operation, its products and processes. The Coordinator must know how to authenticate items before placing them in inventory.

The Coordinator works effectively with both consignors and customers and must be able to multi-task and to alter communications and methods as appropriate. Computer skills are required for word processing, spreadsheets, etc., and for research assignments.

Work Schedule and Conditions

All tasks must be completed in 25 hours per week. The Coordinator will develop a set schedule that will be agreed-to by the Business Manager. The Coordinator should schedule some hours on Friday since participation in the weekly Team Huddle is required.

Physical Requirements

The Coordinator must be able to meet the usual physical demands of a retail operation – standing for long periods of time, light lifting, walking throughout the store – with comfort and ease.

Direct Reports

Jewelry Team of Volunteers