



5406 North Academy Blvd, Colorado Springs, CO 80918

[www.elifenetwork.com](http://www.elifenetwork.com)

*Life Network exists to cultivate a community that values life through the love of Christ*

## **FAMILY THRIFT STORE ASSISTANT MANAGER – ACADEMY LOCATION**

Life Network Family Thrift Store (FTS) is seeking a highly motivated and experienced retail professional to join our team as Assistant Manager. This role is pivotal in managing day-to-day operations with a focus on exceptional customer service, strategic leadership, and fostering a ministry driven environment within our marketplace setting. Additionally, this role will oversee volunteers and direct them in various areas of service to ensure smooth operations and uphold our commitment to serving the community with excellence.

## **RESPONSIBILITIES**

- Learn and master all facets of the thrift store industry, including key metrics tracking, sorting, pricing, and merchandising principles
- Develop effective strategies to achieve revenue and profit goals
- Supervise daily operations, ensuring adherence to established routines and policies by staff and volunteers
- Maintain store readiness and presentation standards for an optimal customer experience
- Performs basic bookkeeping and accounting functions
- Manage inventory of supplies while actively controlling expenses
- Actively work alongside staff and volunteers in production areas and sales floor, including operating the cash register
- Interact positively with customers, exemplifying superior customer service
- Lead stand-up meetings and prayer sessions with staff and volunteers
- Ensure new volunteers receive proper orientation and training
- Train and supervise staff and volunteers on the sales floor and production areas
- Collaborate with the Volunteer Manager to ensure adequate staffing levels
- Participate in budget and strategic planning processes
- Performs all duties and training assigned by FTS Director
- Participation by all staff is required at Life Network's major events

## **EXPERIENCE**

- Minimum two years of retail supervisory experience required
- Thrift store experience a plus but not required

## **QUALIFICATIONS:**

- Strong advocate for the sanctity of life issues
- Possesses strong Christian testimony with evidence of Christian maturity in personal and professional life
- Active commitment to a local church
- A passion for the ministry of Life Network and a heart for reaching our community/world with the Gospel of Jesus Christ
- Exceptional interpersonal, organizational, and communication skills, both oral and written
- Demonstrates a high degree of professionalism and maturity
- Self-starter with a sense of urgency, highly organized and productive
- Ability to multitask and prioritize assignments effectively
- Dedicated to maintaining high standards and effectively training others
- Capable of making rational decisions in a fast-paced retail environment
- Leads with humility and as a servant leader
- Exemplifies a strong work ethic, committed to personal growth and learning
- Flexible schedule availability

- Demonstrates qualities of initiative, teamwork, and a cooperative attitude
- Possesses a valid Colorado Driver's License, car registration, and car insurance and meets Colorado safety standards for travel
- Physically capable of lifting 50 lbs. on a regular basis
- Holds a valid driver's license with a clean record, capable of meeting transportation needs as required for the position

## **CLASSIFICATION**

Full-time for 40 hours per week. Pay range: \$19.00 - \$23.00 per hour. Scheduled hours are Monday through Saturday. Reports to the Thrift Store Manager.

## **BENEFITS**

- Paid time off for vacation, sick leave, and holidays
- Medical, dental, and vision insurance coverage
- Life insurance policy
- Retirement plan with employer match
- Annual bonus opportunity

*Life Network shall comply with appropriate federal and state laws and regulations prohibiting discrimination on grounds of race, color, gender, national origin, age, disability, or any other legally protected characteristic.*

Because of the nature of our ministry, and as our ministry is to a non-believing world, all Life Network employees are to maintain a standard of conduct compatible with the principles outlined for us in the Bible, and which our Lord Jesus Christ patterned for us while He was here on earth. Prior to completing this application, we require that you read through our foundational statements. By submitting this application, you agree that you have read and understood these values and beliefs and are in full agreement.

Life Network is a non-profit Christian Ministry with a mission to cultivate a community that values life through the love of Christ. We achieve this by:

- Presenting the Gospel of Jesus Christ
- Providing life-affirming alternatives to abortion
- Promoting sexual integrity and healthy decisions
- Empowering parents to be healthy and hopeful
- Giving hope and healing to post-abortive
- Engaging the community to advance life

Our Statement of Faith:

- We believe the Bible to be the inspired, the inerrant, the infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential and that this salvation is received through faith in Jesus Christ as Savior and Lord and not as a result of good works.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Christ.

## **Attestation by candidate:**

To achieve coherence and unity within the ministry; to assure that the work of the ministry is conducted in a manner worthy of the calling to which Life Network has been called; to maintain fidelity to the announced purposes of the organization, even as described in its articles of incorporation; to advance these compelling interests of the organization; and to foster a loving, supportive and redemptive work environment within the ministry, Life Network subscribes to these principles and requires that each staff of the organization enthusiastically embrace the Mission Statement, Statement of Faith and core beliefs

as part of the employment or intern process to affirm such principles in their lives, both in and out of the workplace.

I certify that I have read and understand the applicant instructions included with this application and that the answers given by me to the foregoing questions and statements made by me are complete and true to the best of my knowledge and belief. I authorize Life Network and its agents to verify any information related to my application or resume. I also authorize individuals, employers, and law enforcement agencies to freely release any information concerning my background, and hereby release any and all of them from any liability for doing so.

I understand that any false information, omissions, or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my employment.

I understand that this application form is intended for use in evaluating my qualifications for employment and that this application is not an offer of employment. I further understand that if hired, my employment will be considered "at-will" and that my employment may be terminated for any reason, with or without cause or notice, at any time by me or Life Network and that this application is not intended to constitute a contract of continued employment.