

Job Posting – Donations Coordinator

The Habitat for Humanity ReStore is accepting applications for a Donations Coordinator. This is a full-time hourly position and is based at the ReStore in Eagle on Chambers Ave. This position's primary role is to coordinate donations scheduling and provide sales and customer service as needed. This position is a fast paced service oriented job that requires excellent multitasking skills, an outgoing personality, and great organizational skills.

Applicants must have a high school diploma; experience with Microsoft Office applications and data entry; previous customer service experience; demonstrated planning and organizational skills; and ability to work effectively in a team environment. Desired qualifications include a college degree, previous nonprofit experience, previous retail experience and well-developed interpersonal and professional communication skills.

Benefits offered include 403(b) retirement plan with 6% employer match and 5 weeks of vacation, holiday and sick time.

To apply for this position, please email resume and cover letter to jobs@HabitatVailValley.org.

About Habitat for Humanity Vail Valley

Habitat for Humanity Vail Valley is based in the heart of Colorado's Rocky Mountains. Our community is ideally situated near the Vail and Beaver Creek ski areas, with countless year-round recreational activities and events. Celebrating its 20th anniversary in 2015, Habitat for Humanity Vail Valley has served 87 local families to date, housing and improving the lives of nearly 300 local children. Habitat Vail Valley homes are built to LEED specifications, demonstrating our commitment to sustainability and the environment.

About Habitat Vail Valley ReStore

Since opening in 2005, Habitat Vail Valley ReStore, located in Eagle, Colorado has raised nearly \$1 million in funds to support the home building efforts of our affiliate. Our ReStore accepts donations of building materials, furniture and housewares, and diverts approximately 350 tons of material from landfills each year.