

Free Geek Twin Cities
2537 25th Ave S
Minneapolis, MN 55406



Title: Program Coordinator - Thrift Store

Hours: Friday-Sunday 11:30am-6:30pm (20hrs/week); in-person; part-time.

Pay: \$18.00/hour

About Free Geek Twin Cities: Free Geek Twin Cities (FGTC) is a 501(c)(3) non-profit with a mission to sustainably reuse technology, enable digital access, and provide education to create a community that empowers people to realize their potential. Our Thrift Store is located in Longfellow Community in Minneapolis.

As the Program Coordinator - Thrift Store you will play a crucial role in assisting customers, organizing merchandise, and maintaining a welcoming environment in our thrift store. You will be responsible for handling a variety of electronic products, providing excellent customer service, and contributing to the overall success of the store. The Program Coordinator - Thrift Store will work under the guidance of the Program Manager - Thrift Store.

Key Responsibilities:

- Provide exceptional customer service by greeting and assisting customers in a friendly and helpful manner.
- Process transactions accurately and efficiently.
- Maintain a clean, organized, and visually appealing sales floor by restocking shelves, arranging displays, and tidying up as needed.
- Work with the Inventory Specialist and Department Leads to maintain stocking levels.
- Communicate with the Store Lead to ensure standards are met.

Qualifications:

- High school diploma or equivalent.
- Previous retail experience electronics or thrift store environment is desirable, but not required
- Strong communication and interpersonal skills.
- Ability to multitask, prioritize tasks, and work efficiently in a fast-paced environment.
- Attention to detail and accuracy when handling transactions and merchandise.
- Physical ability to lift and move objects weighing up to 50 pounds and stand for extended periods.

The work of Free Geek Twin Cities seeks to dismantle barriers to equality and discrimination in all forms is strictly prohibited. To put it legally, FGTC is an equal opportunity employer will not discriminate for or against applicants on the basis of race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Reasonable accommodations are provided upon request.

How to Apply: To apply email your resume and cover letter to jobs@freegeektwincities.org.