

Student Job Description

Organization: Habitat for Humanity of Schenectady County, Inc. (HFHSC)

Location: 115 North Broadway, Schenectady, NY

Supervisor: ReStore Manager

Please indicate hours/shifts available: to be determined

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Schenectady Habitat/ReStore Associate
The person in this position will assist HFHSC's ReStore with a variety of tasks as assigned by the ReStore Manager and ReStore Assistant Manager

Duties and Responsibilities:

- **Social Media** - Identify and engage marketing opportunities and increase community awareness through social media outlets including FaceBook and Pinterest. Investigate other platforms. Confer with ReStore Manager to determine new items for posting. Update postings weekly.
- **Web Marketing** - Identify and engage marketing opportunities for special items through sites such as Craig's List, Ebay and others. Confer with ReStore Manager to determine items and pricing. Update as needed.
- **Customer Service** - Assist customers with loading/off-loading furniture.
- **Database Management** - Update/edit database as needed.
- Other tasks as assigned by management.

Qualifications for the Position:

- Professional and pleasant attitude.
- Willingness to do a variety of tasks
- Reliable