



## Position Details

**Job Title: Mission Thrift Support Specialist for In Store Auctions and E commerce**

**Reports to:** E Commerce Supervisor

**Status:** Part Time

**Pay Rate:** \$16.90 per hour

### **Job Description:**

We are seeking a detail-oriented and organized individual to join our production team supporting the specialty sales branch of the Fresno Mission thrift stores. The role primarily supports the two in store auctions at both thrift store locations, as well as some support to the e-commerce listings.

The In-Store Auction support role (90%) is responsible for managing and facilitating in-store auction events to drive customer engagement, promote products, customer call backs and enhance sales. This role requires a high level of customer interaction, organization, and attention to detail. The ideal candidate will have a passion for sales, auctions, and providing a dynamic customer experience.

When working in the e-commerce listing support role (10%) you will be responsible for researching or listing products on various online platforms, ensuring that all product details are accurate, complete, and visually appealing. The ideal candidate will have a keen eye for detail, strong communication skills, and a solid understanding of online selling platforms.

### **Key Responsibilities:**

#### **In Store Auction Support: (90% or more time)**

- Helps to plan, research and coordinate in-store auctions, including preparing merchandise, and ensuring all necessary promotional materials are available.
- Ensure that all auction items are appropriately cataloged and displayed for customer inspection.
- Engage with customers during auctions to provide information, answer questions, and encourage participation.
- Collaborate with the production team to ensure auction items are properly selected.
- Track sales and provide post-event reports, analyzing trends, customer feedback, and sales outcomes.
- Assist with item pick-up or delivery, ensuring smooth transitions for customers who won bids.
- Monitor and ensure that all items are properly accounted for and delivered on time.

**E-Commerce Support: (10% or less time)**

- **Product Listings:** Create and manage detailed product listings across various online platforms, ensuring all information is accurate, consistent, and optimized for search.
- **Pricing:** Research competitive pricing and adjust product prices to stay competitive while maximizing profits.
- **SEO Optimization:** Incorporate relevant keywords to optimize listings for search engines and improve product visibility.
- **Market Research:** Stay up to date on trends, competitor listings, and changes in online

***Qualifications:***

- Strong written communication skills with an eye for detail.
- Proficiency in Microsoft Office Suite (Excel, Word).
- Basic knowledge of SEO practices for online listings.
- Ability to work independently and manage time effectively.
- Highly organized and detail-oriented.
- Problem-solving skills to handle order and inventory issues.
- A keen eye for design and product presentation.
- Familiarity with online platforms like eBay, Poshmark, FB Marketplace, or Shopify is preferred.
- Valid Drivers license is required as driving between locations is necessary.
- Employees must be in agreement with the Fresno Mission's Statement of Faith:  
The Fresno Mission is a faith based, nonprofit Christian organization that seeks to rescue, restore and empower others through Christ-centered communities of transformation. All employees of Fresno Mission are an integral part of this outreach ministry. Due to the nature of these types of ministries, it is required that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus.

Please email your resume to [HR@fresnomission.org](mailto:HR@fresnomission.org) No phone calls please