



Customer Service Coordinator: HumanKind Gifts, De Mazenod Door Outreach

[Humankind Gift Store](#), a ministry of [De Mazenod Door Outreach](#), is currently seeking an energetic and caring individual for the summer contract position of **Customer Service Coordinator**.

De Mazenod Door Outreach is a ministry of St. Patrick Catholic Church, located in Hamilton's inner city, and is a Canadian registered charity and non-profit organization. Through loving compassion and faith in action, De Mazenod Door Outreach serves to improve and empower the lives of people who are marginalized in our community, who are often living in poverty and unhoused, and coping with chronic illnesses, addictions, disabilities and other challenges.

Working collaboratively with staff and volunteers, the successful candidate for this position will provide excellent customer service to patrons of Humankind Gift shop and support its work to provide funding for De Mazenod Door Outreach. The Customer Service Coordinator position is best suited for a self starter, innovator, and collaborator, who is eager to join a team that has a passion for making a difference.

Duties/ Responsibilities:

- Assist with opening and running of the HumanKind gift Shop
- Assist with sorting and organizing of new merchandise
- Assist with the storage, packaging, and distribution of items
- Setting up of seasonal store front displays
- Cleaning of store
- Processing customers purchases
- Establish store operating and inventory procedures
- Collaborate, support, and assist with the development of store training programs
- Follow policies and procedures of the organization, and Diocese of Hamilton, including confidentiality
- Attend and complete all necessary training as required for the position

Qualifications:

- Excellent interpersonal and communication skills
- Ability to work independently
- Works effectively with and demonstrates respect for others
- Excellent time management and organization skills – ability to prioritize multiple tasks and deadlines
- Previous retail work experience is desirable
- The successful candidate will be required to provide a Criminal Records and Judicial Matters Check (not required for applicants under the age of 18)

Hours:

- 8-week contract starting July 3, 2023: 40 hours per week including weekends
- \$17.20 per hour

As this is a Canada Jobs Summer Employment Program opportunity, applicants must be between the ages of 15-30 years old at the start of employment, be a Canadian Citizen, permanent resident or person to whom refugee protection has been conferred and be legally entitled to work in Canada.

Please submit your resume with a cover letter summarizing your experience for this position to jobs@demazenod-door.ca by **Monday, June 19, 2023 at 4pm**. Please include “**Customer Service Coordinator**” in the subject line.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.