



**Position:** StyleXchange Assistant – Part-Time

**Exempt/Non-Exempt:** Non-Exempt

**Hours/Week:** 25-28 – generally as follows:  
M/W/F: 8:30 am – 12:30 pm  
T/TH: 12:00-7:00 pm

**Pay Rate:** \$18.25/hour

**Reports To:** StyleXchange Manager

**About Valley Outreach:**

Everybody needs help sometimes. Valley Outreach offers people a wide range of support – whether they need food, clothing or help navigating resources during challenging times. Our programs include a food shelf, clothing program and client support services. Our volunteers, donors and partners are critical to the success of the mission of Valley Outreach. When we work together, we can help our neighbors find a place of stability.

**Position Summary:**

Join our team and support the work of the StyleXchange Staff across where most needed on a daily basis. Bring your energy and initiative as our organization continues to serve increasing numbers of people. Our team works hard, serving with compassion and dignity. We also value fun, fromage (look it up) and cool socks. You have: a desire to collaborate in critical, basic needs programs. We have: a terrific team, waiting to plug your skills into the services here. This position is eligible for Paid Time Off and after one year of employment may choose to participate in the SimpleIRA retirement savings plan.

**Essential Duties & Responsibilities:**

- General Duties:
  - o Work closely with staff team, under the direction of the StyleXchange Manager, focusing on priorities for the day and the week.
  - o Assist clients by answering questions, providing thoughtful customer service and ensuring a positive experience.
  - o Work alongside volunteers.
- Specific program work:
  - o Supporting clothing donation management including receiving, organizing and sorting clothing.
  - o Working in StyleXchange storefront including checking clients in and out, hanging and merchandising inventory, and keeping the store tidy.
  - o Data entry of client visits and program stats

**Expectations and Work Experience:**

- Ability to work in a fast-paced environment, shifting gears quickly and easily.
- Mission focused.
- Understanding of and ability to work with diverse groups of people.
- Ability to work closely and communicate effectively as part of a team.
- High level of personal and professional integrity, including ability to protect and maintain confidentiality.
- Ability to work a flexible schedule that will include some evening hours.

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance.
- Physical ability to load and unload boxes and bags on a daily basis, lifting up to 50 pounds regularly and remain standing for long periods of time.

**To apply for this position:**

- Forward your resume and cover letter to [jobs@valleyoutreachmn.org](mailto:jobs@valleyoutreachmn.org) place StyleXchange Assistant in the subject line.
- The process will include:
  - Review of information from all interested parties. Be sure to give us your phone number and email so we are able to contact you.
  - A phone conversation will be set up with candidates.
  - Several candidates will be invited to an in person conversation regarding the position.
  - If needed, a second in person conversation will be scheduled.