



HELPING CAPTIVES

Organizational Background:

Helping Captives is a Christian anti-trafficking agency that partners with like-minded members of the community to fight for survivors of human trafficking. We work with our partners to help prevent trafficking before it starts through education and training, to intervene when trafficking occurs, and to help individuals heal from the impact of trafficking through our recovery services. Helping Captives empowers people to fight trafficking and help survivors in our community, giving survivors a safe place to heal and breathe.

SUMMARY OF POSITION

Job Title: Donations Receiver

Organization: Helping Captives Thrift Store

Location: Spokane, WA

Job Type: Part-Time (24 hours per week)

Compensation: \$16.66 per hour

Status: Non-exempt

Reports to: Thrift Store Director

Position Overview:

We're looking for a reliable, detail-oriented Donation Receiver to join our team. In this role, you'll be the first point of contact for incoming donations—ensuring items are received, sorted, and prepared efficiently and safely. You'll play an important role in supporting our mission by making sure every donation is handled with care and respect.

DUTIES & RESPONSIBILITIES

Key Responsibilities

- Receive, unload, and inspect all incoming donations for quality and safety
- Operate a pallet jack to move, organize and store donations
- Maintain a clean and organized receiving area at all times
- Sort and categorize donated good according to organizational guidelines
- Provide friendly, professional interaction with donors, thanking them for their contributions
- Maintain accurate donation logs and reports
- Follow all safety procedures for lifting, handling and storing items
- Coordinate with team members to ensure smooth flow of donations to processing or retail areas
- Identify items unsuitable for sale and process them according to policy

SKILLS & QUALIFICATIONS

Desired Skills and Qualifications:

- Committed Christian, able and willing to model servant-leadership, and interested in being part of a ministry to people in need.



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- Grounded in the Christian faith as a mature, active member of the body of Christ on a consistent, day-to-day basis.
- Strong Interpersonal skills – professional while exercising compassion and discernment, modeling the teachings of Christ.
- Able and willing to honor the leadership, chain of command, standards, and ministry objectives of Helping Captives
- Excellent communication skills, including written, verbal, and instructional.
- Must have a teachable spirit who can listen and make sound decisions.
- Strong organizational skills with the ability to multitask and be self-motivated.
- Capable of maintaining focus in a busy environment.
- Quick learner with attention to detail and accuracy.
- Time management skills and scheduling capabilities.
- Flexible and able to problem-solve.
- Insightful, trustworthy, honest, reliable, model appropriate boundaries, and strong work ethic.
- Valid Driver's License.
- Must be willing to work Saturdays.
- Self-starter – you should be able to learn quickly and be resourceful in finding answers to questions or problems you are unfamiliar with.
- A high level of personal integrity and professionalism, including the ability to work with confidential information.
- The physical ability to lift to 30 lbs., as well as bending, stooping, and kneeling to move and organize items in the office and help with events.

Minimum Qualifications:

- Strong organizational skills and excellent interpersonal skills
- Ability to manage multiple projects and complete them with little supervision.
- Highly organized and detail-oriented.
- Fantastic customer service.
- Is team-oriented and works collaboratively to achieve team goals.
- Thrives under pressure and in an environment of rapid change while maintaining a cheerful disposition.
- Must be able to pass a background check successfully.

REQUIREMENTS

Working Conditions and Physical Factors:

- Work is primarily indoors and requires sitting, standing, bending, reaching, and going from building to building.
- The ability to move about all the facilities regularly.
- Requires the ability to hear, see, and speak clearly.



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Faith-based Nonprofit:

Helping Captives is a 501(c)3, charitable, non-profit, Christian organization. Helping Captives has an organizational religious exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists. Helping Captives' policy grants equal employment opportunities to all qualified individuals and does not engage in unlawful discrimination based on race, color, national origin, age, sex, or disability.

Our designated purpose is religious, and we are a Christ-centered ministry dedicated to sharing the Gospel of Jesus Christ. We seek to help prevent human trafficking and help survivors of trafficking through the love and power of the Gospel. We consider every position in the organization to be essential in the fulfillment of our ministry. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must be able and willing to share the Gospel, participate in all Helping Captives ministry activities, and adhere to the Helping Captives Employee Handbook.

Summary of Benefits

- Hourly wage for this position is \$16.66 per hour worked
- Employee discount at Helping Captives Thrift Store