**Discover Goodwill’s E-Commerce Department is Growing!!**

**Discover Goodwill lists unique and quality items on-line for sale through our ShopGoodwill.com website. Things like antiques, art, jewelry, collectibles, books, purses, shoes, and electronics are posted on-line for shoppers to bid on in an on-line auction. As this industry grows, so does our E-Commerce Department! If you want to learn more and gain experience in this emerging segment of our business while working to benefit your Community, we want you!! Advancement opportunities may become available for the right candidate.**

Available Positions in our E-Commerce Department include:

**E-Commerce Associate – FT - $11.60 Hr.**

E-Commerce Associates are responsible for listing quality high-end products, taking photos of products to be used in listings and posting them on Shopgoodwill.com, our E-Commerce website. Duties will include accurately describing each item, posting pictures, and adhering to daily goals and quotas. **Knowledge of antiques, art, collectibles, jewelry, electronics, etc. are not required but are a plus.** Photographs are taken with a tablet (photography experience is not required – just an eye for detail!) and strong typing skills are a must. If you have a clerical background, this may be just the position for you!

**Shipping Associate – FT - $11.60 Hr.**

E-Commerce Shipping Associates are responsible for pulling and processing orders including shipping merchandise utilizing proper shipping standards for each shipping carrier while adhering to daily quotas or goals. The Shipping Associate will maintain up-to-date website knowledge of ShopGoodwill.com (our E-Commerce website) and provide record keeping services including tracking packages online and processing shipping and packaging reports. If you have shipping experience this may be the right job for you!

**Jewelry Associate – FT - $11.60 Hr.**

Jewelry Associates are responsible for sorting and classifying jewelry, taking photos and listing the jewelry on Shopgoodwill.com. Knowledge of jewelry is not required but is a plus. An eye for detail is a must for this position!

**Books Associate – FT - $11.10 Hr.**

Books Associates work to sort, scan, list, shelve and ship books, magazines and other media products. **If you enjoy consistent, detail-oriented tasks this may be the job for you!**

Our Goodwill is growing, and our E-Commerce group is expanding its production hours. We now have two weekday shifts available! **Both are Monday through Friday. Our Day Shift could start as early at 7:00 a.m. and go as late as 4:30 (40 hours per week). Our Afternoon/Evening Shift starts at 3:30 p.m. and goes until 8:30 p.m. (five 5-hours shifts totaling 25 hours per week).** Our E-Commerce Department is located at our Main Campus **at 1460 Garden of the Gods Road, Colorado Springs, CO 80907 (Garden of the Gods & Centennial Blvd)**. Most positions pay **$11.60** **per hour (after successful completion of Key Productivity Indicators)** and candidates selected for full-time positions are **eligible for benefits after 60 days**. E-Commerce Associates work in a warehouse-type environment and most positions require standing and/or walking for most of the shift.

If this sounds like your type of challenge, please review more about each position and apply at **discovermygoodwill.org/jobs**, click **“join our** **team”** and search **“E-Commerce”**.

