



**JOB TITLE: E-Commerce Coordinator**

**REPORTS TO: Ernesto Acosta, Associate Director of Acquisitions and E-Commerce**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to assist the director of acquisitions and eCommerce with locating, posting and shipping product on ebay, ever expanding our online presence.

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

**SUMMARY OF ESSENTIAL FUNCTIONS**

- Listing, shipping and acquisitions for e-commerce
- Print shipping labels and ship packages
- Work directly with acquisitions to locate and acquire products specifically to sell through e-commerce

**SUMMARY OF JOB QUALIFICATIONS**

- Marketing experience
- Familiarity with e-commerce, ebay familiarity is a plus

This is full-time position. Various 5 day work week schedules available, 8:30AM-5PM with some evenings and weekends. Position requires local travel in the normal course of performing job duties. Must have access to reliable transportation to perform job duties, valid driver’s license and meet the state required amount of personal automobile liability insurance. Must be able to pass a physical if offered a position with the affiliate.

**Compensation:** DOE

**TO APPLY (NO CALLS OR WALK-INS PLEASE):**

**If you’d like to join our team, please send a cover letter, resume and salary requirements to:**

**EMAIL:** [HR@habitatla.org](mailto:HR@habitatla.org) (Preferred)

**MAIL:** 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: [www.habitatla.org](http://www.habitatla.org)

Employment is contingent upon completion of a satisfactory background check and drug screen

*\*Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status and will consider qualified applicants with criminal histories in a manner consistent with the [Los Angeles Fair Chance Initiative for Hiring](#).*