

Proclaiming Grace Outreach, a local 501(C)3 non-profit organization, has an open position in processing, at our Thrift Spot location (currently located in Barhamsville but moving soon to Lanexa, Virginia). The position becomes available mid October 2021.

Processing Assistant

16 hours per week to include a fixed schedule of Tuesday, Wednesday and Saturday.

Job Requirements:

Must be able to lift up to 30 pounds.

Must be able to work well with a TEAM of people toward our common goal of helping those in need.

Must have good communication skills.

Must be able to tolerate both hot and cold temperatures as most of this work is outside.

Job Overview:

In conjunction with a team, this position is responsible for receiving and processing of all donations for our Thrift Spot location. You will be working closely with other staff and volunteers. This position answers to our Lead Manager. This is an active and mostly outdoor/tented position.

If you have a desire to work hard and have fun while doing it, this is the place for you.

Please send a resume to Execdirector@pgova.org or feel free to call Melanie King, Executive Director at (757) 741-5070. Please leave a message and your call will be returned.

Learn more about our non-profit at Pgova.org. Visit and like us on Facebook at Proclaiming Grace Outreach.