



<b>Title: U COUNT Marketplace Ministry Assistant</b>	<b>Prep/Revised Date: April 2026</b>
<b>Reports To: Missions Pastor</b>	<b>Direct Reports: N/A</b>
<b>FLSA /Hours: Non-Exempt / 15-Hours</b>	<b>Campus: Fort Collins</b>

### Summary

The Marketplace Director is responsible for strategic planning, coordinating partnerships, and managing the daily operations of the U COUNT Marketplace. This role ensures the Marketplace supports U COUNT's mission by strengthening relationships with vocational unit partners, expanding sales channels, and effectively managing product, inventory, and volunteer operations.

### Duties & Responsibilities

- Provide vision and direction for the growth and sustainability of the U COUNT Marketplace.
- Identify opportunities to expand sales channels and increase Marketplace impact.
- Build and maintain relationships with vocational units, locally and globally.
- Support Project Rescue vocational units to develop and design products that align with partner skills, locally available materials, and US market demand (Project Rescue is a global partner with vocational units in Southeast Asia and Europe).
- Meet regularly with Project Rescue vocational units, provide support and training when needed, and share updates and prayer needs with the U COUNT team.
- Periodically visit vocational unit partners to strengthen relationships.
- Develop and manage sales channels, including our monthly boutique, retail partners, community events, Project Rescue speaking engagements, and online sales.
- Oversee product purchasing, pricing, imports, and inventory management.
- Ensure a clean, organized, and well-functioning Marketplace warehouse.
- Recruit, schedule, and support volunteers serving in the Marketplace.
- Manage Marketplace financial operations, including sales, purchasing, inventory tracking, and reporting, using the Square point-of-sale system.
- Collaborate with the Communications Director to support marketing efforts for the Marketplace and U COUNT, specifically via social media and other potential platforms.
- Assist with content creation and promotional strategies to increase awareness and sales.
- Foster and maintain a strong relationship with Project Rescue, our primary supplier, to understand their vision and ensure alignment.
- Work alongside the U COUNT Executive Directors to understand our global and local partners so Marketplace can continue to represent U COUNT with integrity.

### Skills/Qualifications

- Strong organizational and leadership skills.
- Ability to manage logistics, inventory, and partnerships.
- Strong communication and relationship-building skills.
- Passion for U COUNT's mission to prevent human trafficking and support vulnerable communities.

### Education and/or Experience

- Experience working with and overseeing volunteers.
- Experience in retail, product sales, social enterprise, or nonprofit operations.
- Experience in fashion design.

### **Conditions of Employment/Physical Demands**

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

**To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.**

*Please Note: you must submit all requested items to be considered for employment. **You do not need to complete the S.H.A.P.E Assessment unless specifically asked.***

Position Details: Part-Time.

Hours: 15 hours/week. Monday, Wednesday, Friday schedule to accommodate Mission's Office meetings, staff chapel, and boutique sale days. Other days may be requested depending on season and need. Specific details and hours will be determined by supervisor.

Compensation: Non-exempt. \$20.00 per hour.

Benefits Include: Paid sick leave.

**[CLICK HERE TO APPLY](#)**