

SEEKING: Charity Shop Coordinator

Tzaneen, Mopani District, Limpopo

CHoiCe Trust is a registered non-profit organisation working alongside vulnerable rural communities across Limpopo Province to improve health and wellbeing and build resilience. As part of its commitment to long-term sustainability, CHoiCe operates a Charity Shop that generates unrestricted income to help support the organisation's day-to-day operations and community programmes. Through the generous donation and re-sale of quality pre-loved goods, the Shop creates value for both our communities and our organisation by making affordable items accessible while helping to fund our work.

As part of this initiative, CHoiCe is recruiting a dedicated Charity Shop Coordinator who will be responsible for supporting the daily operations of the Charity Shop including overseeing sales, shop management and client engagements. This will also include supporting as a Co-Facilitator in CHoiCe trainings, providing direct communication support to programmes through engagement with beneficiaries, and assisting with administrative clerk services at the CHoiCe Trust offices.

Required Qualifications, Skills and Qualities:

The appointed individual is expected to have the following experience and qualifications:

- National Senior Certificate (Grade 12).
- A certificate or diploma in Office Administration, Community Development, Retail Management would be a benefit.
- At least 2 years' experience in retail.
- Experience in administrative support and customer/client service.
- Experience supporting community programmes, training, or workshops will be advantageous.
- Excellent communication skills
- Fluency in Sepedi and/or Tsonga would be a benefit.

The Charity Shop Coordinator must be able to work independently, have good communication skills, be detail-oriented, highly organized and have strong administration skills. The individual must have tenacity, patience, and passion for working with people, be accurate and precise. They must have a passion for working with customers, donors, volunteers, beneficiaries, and community members

Responsibilities include:

- Charity Shop Operations
- Customers and community engagement
- Programme Support
- Administrative Support
- General Support

NOTE: We offer a market related salary.

Interested candidates are to forward an email including: (a) their **CV** which motivates their suitability to the position; and (b) their **expected monthly salary**.

This should be sent to:

E-mail: recruitment@choicetrust.co.za

Subject: Application: Charity Shop Coordinator

CLOSING DATE: Monday, 27 July 2026 at 10h00

Please direct questions to patricia@choicetrust.co.za. If you do not receive feedback within 2 weeks of the closing date of this advert, please consider your application unsuccessful. For more information on CHoiCe Trust see: www.choicetrust.org.za

Persons with disabilities are also invited to apply. Preference will be given to suitably qualified candidates from the designated groups in line with the provisions of the Employment Equity Act, No 55 of 1998 (and any amendments thereto), the relevant internal recruitment policy as well as the organization's employment equity plan.

CHoiCe reserves the right not to make an appointment on this position.