

Position: Part-time Assistant Manager/ Social Media coordinator

Position Summary: Assist Executive Director in a wide variety of tasks involved in running a non-profit Thrift Store staffed by volunteers

Position Reports to: Executive Director

Hours: approximately 20+ hours a week including two Saturdays a month

Primary Duties/Responsibilities:

-Effectively manage retail operations, open/closing of store, daily supervision of volunteers, customer relations, donation intake and processing, be familiar with cash register procedures and resolve issues as needed.

-increase and maintain a social media strategy, conduct online retail sales, IT support, Generate, edit, publish, share daily content that (original text, images, video) that builds meaningful connections and encourages community members to take action

-in charge of monthly volunteer schedule to insure sufficient levels of daily staffing.

-be familiar with and prioritize the types of volunteers needed for daily staffing

-help schedule and coordinate all volunteer activities (in house events, service groups, meetings, field trips)

-assist Executive Director with coordination/scheduling of Pick up and Delivery team duties

-Fill in for Executive Director when required

Physical Demands:

-Able to lift and transport up to 30 pounds

-Physically able to climb stairs and perform small maintenance tasks as needed. (ie. Use ladder)

-Talking and hearing essential for communication

-Near visual acuity essential for reading

Qualifications:

-Excellent skills in the area of communications, organization, time management, decision-making and problem solving

-Basic computer, Word, Excel, Social Media skills

-Strong leadership skills

-Ability to work with volunteers and donors

-Ability to work with minimal supervision

Send resumes to director@thriftingsistersrva.org