JOB POSTING

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| POSITION: Manager, My Sister’s Closet ***PT- Hourly, Non-Exempt 25 hrs/wk***  REPORTS TO: Chief Executive Officer  WORK SCHEDULE: Core hours are Monday-Thursday 10-3 with flexibility when needed on weekends and/or evenings |

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| ORGANIZATION SUMMARY |

Bloom for Women, Inc.(Bloom) is a non-profit organization operating in the Lehigh Valley area of Pennsylvania. Bloom provides sanctuary and a continuum of care to heal, empower and employ women survivors of sex trafficking.

My Sister’s Closet (MSC) is a boutique specializing in the resale of finer women’s clothing & accessories as well as fair trade products such as coffee, bath and body products and gifts. All proceeds fund our mission.

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| POSITION SUMMARY |

The Manager of MSC provides overall direction and guidance to the operational activities with the objective of maximizing growth and profitability as well as day-to-day leadership and management.

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| ESSENTIAL FUNCTIONS |

* Ensure sales targets are met by making the most suitable products (merchandise) or services available to the customer and finding the best ways of selling them quickly and profitably.
* Improve performance by maximizing profitability, increase customer satisfaction and ensure continued business growth while maintaining the standards and integrity of Bloom.
* Responsible for making sure MSC policies and procedures are upheld and followed.
* Manages and motivates a team of paid staff and volunteers to increase sales and ensure efficiency.
* Analyze sales and forecast to ensure sales and profit.
* Analyze and interpret trends to facilitate planning.
* Interviews potential staff and conducts performance reviews.
* Organizes special promotions, displays and events (including off-site and “pop-up” shows).
* Makes regular tours of the sales floor, talking to colleagues and customers, identifying urgent issues and solving them.
* Updates colleagues on business performance, new initiatives, and other pertinent issues.
* Initiates changes such as extending opening hours to ensure that the store is able to compete effectively in the local market.
* Works with the CEO to set annual sales plan and budget.
* Stays up with industry news and trends and closely monitors local competitors.
* Develops and oversees all advertising plans and promotional materials
* Assure the mission, programs and services are consistently presented in a strong, positive image to the community and the public.
* Serve as a spokesperson when necessary.

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| QUALIFICATIONS |

* Leadership experience
* Strong team building skills engaging staff and volunteers
* Excellent work ethic and the ability to perform well in stressful situations
* Excellent multitasking skills
* Strong speaking and written communication skills
* Proficient with POS (point of sale) set up, management & reporting
* Proficient technical skills including use of email, spreadsheet and wordprocessing
* Developed and professional interpersonal skills, attitude and appearance.
* Strong conflict resolution and decision-making skills
* Ability to lead and manage diverse teams in a motivational and constructive way.
* Ability to pass state of Pennsylvania background check

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| PHYSICAL REQUIREMENTS |

* Frequent standing, walking, and sitting.
* Frequent lifting and carrying up to 20 pounds
* Occasional lifting and carrying up to 50 pounds
* Must be able to work with a computer at a desk area for extended periods of time.

Employees of Bloom are expected to maintain a professional image and attitude consistent with Company vision, mission and objectives. Employment with Bloom will be in accordance with our “At-Will” policy. This means that just as you may leave your position with the Company at any time, the Company may terminate your employment at any time.

This job description should not be considered all-inclusive. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time. This job description does not create a contract of employment it is simply an outline of expected duties for the position.

A resume and cover letter should be submitted to:

[Info@bloomforwomen.org](mailto:Info@bloomforwomen.org)

*Bloom is an Equal Employment Opportunity Employer.*

*All qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sexual orientation or handicap.*