



Position Posting

Part Time Assistant Manager for Upscale Resale Shop

Position Summary: Assist Shop Manager with all aspects of management of Marian's Attic, an "upscale resale shop," that supports Laurel House, a comprehensive domestic violence agency.

Hours: This is a part-time position based on 25-30 hours per week. The times of the day and hours will vary, in accordance with the hours and staffing needs of the shop. Hours will include some evening and weekend work.

Responsibilities:

- Manage the shop in the absence of the Marian's Attic Manager;
- Recruit, train and manage volunteers, as needed;
- Manage incoming donations and ensure that donors are properly acknowledged;
- Pull and record nightly register tally in the absence of the Shop Manager;
- Solicit appropriate donations, as needed;
- Ensure that the shop is kept clean and that displays are attractive and neatly maintained;
- Assist with coordinating special event(s) at least one time per year to raise funds for Laurel House, and to raise visibility of the shop;
- Ensure that all volunteers and staff have at least basic knowledge of Laurel House and about domestic abuse, and that all are able to redirect requests for help or information appropriately.

Required Skills and Experience:

- High School Diploma or GED;
- Minimum of 2 years of experience in retail environment; preferably in a thrift shop, resale or consignment setting;
- Ability to work independently and with minimal supervision, coupled with the ability to take direction and seek supervision, when needed;
- Supervisory experience required; Experience with volunteer management, preferred;
- Ability to be flexible on work hours (some evening and weekend work);
- Strong hands-on management skills;
- Ability to prioritize;
- Ability to work with diverse populations;
- Strong "people skills"; excellent customer service skills;
- Basic knowledge of domestic abuse and sensitivity to the needs of battered women, or an interest in this area, and a willingness to learn.

Serious Inquiries Only

Please send resume and cover letter to Tina Quinci at tquinci@laurel-house.org

Position will remain open until filled.

AA/EOE