



Housing Solutions of Northern Arizona

Job Description

Position Title:	Sharon's Attic Assistant Manager
Employment Details:	Full-time – approximately 40 hrs./week Schedule will vary based on store coverage needs, but will be during the following times: Monday – Sunday: 8 a.m. to 6 p.m. This position will most often work approx. 8 hours daily, 5 days/week Exempt Position/Salaried Starting Compensation: \$46,500 annually Benefit eligible
Job Location:	1926 N. Fourth St. #5 Flagstaff, AZ 86004

Housing Solutions of Northern Arizona History:

Housing Solutions of Northern Arizona, Inc., is a local 501(c)3 nonprofit organization whose mission is to build opportunity for sustainable, affordable housing in northern Arizona. Founded in 1990, as the Affordable Housing Coalition and previously known as BOTHANDS, the organization's main programs include housing counseling, affordable permanent rental housing, construction of affordable housing and Sharon Manor, a transitional housing facility for homeless survivors of domestic violence. The Mission of Housing Solutions of Northern Arizona is to build opportunity for sustainable affordable housing in N. Arizona.

Housing Solutions of Northern Arizona's Non-Discrimination Policy:

Housing Solutions of Northern Arizona, Inc. is an equal opportunity employer and provides equal employment opportunities to otherwise qualified individuals without regard to age, race, color, gender, sex, pregnancy, sexual orientation, ethnicity, national origin, religion, marital or familial status, disability, or veteran status. The practice of non-discrimination applies to all employees, volunteers, applicants for employment and applicants for volunteer opportunities, and to all terms and conditions of employment.

Summary:

Operation of Thrift Store

Responsible for the successful operation of Sharon's Attic, a nonprofit-run thrift store, specializing in furniture, household goods, clothing and toys. This person will be responsible for working under the direction of Sharon's Attic Manager to implement day-to-day operations of the retail store, including training and supervising staff and volunteers, providing excellent customer service to donors and customers, working the cash register, inventory controls, pick up of donations and donation acceptance at the store. This person will be responsible for general store operations if/when the Sharon's Attic Store Manager is not working, including opening and closing of the store, staffing and responding to customer needs.

Essential Duties and Responsibilities:

- Day-to-day operations of the thrift store
- Pickup donated items – ability to drive 17-foot box truck (no CDL required)
- In partnership with the Store Manager, scheduling employees/volunteers for store coverage
- Maintain a safe and secure environment for customers and staff; ensure we follow applicable regulations.

- Operating cash register to complete sales transactions
- Displaying merchandise in an attractive manner to encourage sales
- Pricing inventory for sale
- Cleaning, repairing inventory, as appropriate; discarding items if not appropriate or deemed unsafe
- End-of-day close out reports
- Share the purpose/mission of Housing Solutions & Sharon's Attic with donors, customers, volunteers
- Represent Housing Solutions and Sharon Manor in a professional, positive manner
- Provide customer service to shoppers, helping them find items they are looking for and assisting them to purchase merchandise
- Coordinate with other nonprofit agencies and thrift stores for donor referral & possible partnerships
- Provide job training, mentoring and career advancement support to employees and volunteers in a professional, effective manner
- Recruit, coordinate, train and manage volunteers, including Axe o Service (NAU) volunteers and NAU Student Workers.
- Coordinate and communicate with Sharon Manor staff to ensure Sharon Manor residents can access vouchers/gift certificates to shop in the store, as appropriate.
- Refer clients and customers to appropriate community resources, as appropriate; be familiar with Housing Solutions, community resources and victim services.
- Assist in the maintenance of spreadsheets tracking donations and volunteer hours.

Minimum Qualifications:

Bachelor's Degree and 2 years' work experience as a retail manager or equivalent

OR

High School Diploma and 3 years' work experience as retail manager or equivalent

Ability to drive 17-foot box truck

Must possess and maintain valid Arizona driver's license

Evidence of personal vehicle insurance required

Must be able to pass a background check

Computer literate – Microsoft Word, Excel, QuickBooks, database familiarity

Ability to stand, walk, sit, bend and lift up to 40 lbs

Able to work effectively in team environment

Good interpersonal skills

Detail oriented

Able to multi-task

Able to prioritize multiple responsibilities and deadlines

Preferred Qualifications:

Bilingual in Spanish

Experience working with volunteers & donors

Working Conditions:

Assist. Manager will be expected to work approximately 40 hrs./week

Working schedule will include weekends

Manager should be able to lift a minimum of 40 pounds

Manager will be expected to sit, stand, walk, kneel, and climb ladders as part of their job duties

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than or in addition to those specifically presented in this job description.