



Retail Manager

CommunityWorx (formerly PTA Thrift Shop) is a nonprofit 501 C (3) organization founded in 1952. Our mission is to enrich lives by building collaborative partnerships and transforming charitable donations into educational and community investments. We operate a thrift shop located in Carrboro, NC and YouthWorx, a co-working community for youth-serving nonprofit organizations. Our core values are grounded in equity, community, compassion, and innovation. For more information about our organization please visit communityworxnc.org.

Are you looking for an opportunity to use your interpersonal and organizational skills in a retail environment in a nonprofit organization? We may have just what you are looking for! We are looking for a Full-Time Retail Manager for our CommunityWorx Thrift Shop in Carrboro. Please see the job description for details.

JOB DESCRIPTION

The Retail Manager reports to the VP of Operations for all personnel, volunteer, customer, financial, security matters and policies, as well as general operation of the retail floor to which assigned. The smooth functioning of the day-to-day operation of the retail areas of the shop (inside and outside) are the responsibility of the Retail Manager. Specific responsibilities include, but are not limited to:

- Oversight of the schedule of employees to perform sales, cashier and clean-up tasks on the retail floor.
- Maintenance of the retail areas (inside and outside) to include a fully stocked sales floor to ensure maximum sales potential.
- Maintenance of overall appearance and function of retail areas (inside and outside).
- Implementation of daily, weekly, and monthly sales goals.
- On-going training of all retail staff.
- Supervision of the employees to ensure a constant and cheerful flow of employee efforts.
- Implementation of all employee, volunteer and operational policies related to the retail floor.

Essentials of the job include:

- Cheerful and pleasant demeanor.
- Ability to manage a diverse group of employees and volunteers.
- Ability to interact positively with the public.
- Understanding and implementing the POS system (Thrift Cart).
- Ability to ask for help and a willingness to take directions.
- Ability to lift 30 pounds on a continual basis.
- Ability to work a flexible schedule (including weekends) per the needs of the business.
- Regularly able to work full-time 40 hours. Availability needs to include 9 or 9:30 a.m. to closing.

Compensation includes annual salary of 40K, health insurance, life insurance, LTD insurance, paid time off, employee shopping discount.