



MISSION THRIFT STORE PEMBROKE

STORE MANAGER JOB POSTING

BFM Foundation Canada is a national Christian organization with over 50 Mission Thrift Stores across the country. The net revenue from all Mission Thrift Stores is devoted to the Joint Ministry of BFM Foundation Canada and Bible League Canada (BLC). These funds are used to establish adult and children's literacy programs, church planter training, and distribute Bibles in many places around the world. The stores are operated primarily by dedicated volunteers.

WHY WORK HERE

You have a passion for thrift. You are motivated, looking for a role with a purpose, and have a desire to make a difference in your local community. You want to serve through retail and recycling. You want to further your career in retail. You like to have fun at work.

PURPOSE OF THE POSITION

The Store Manager is responsible for all functions of operating Mission Thrift Store Pembroke and for all activities of the staff. The Store Manager must be a committed Christian, and reflect Christ in his/her behavior and relationships with others in the store. The Store Manager must be skilled at motivating staff and volunteers, delegation, and financial management, as well as have a good understanding of inventory control, pricing, and marketing. The Store Manager must build and maintain relationships with other community organizations and charities with which Mission Thrift Store Pembroke partners. The Store Manager will be working closely with the Board of Directors and Regional Manager to oversee the store's success, implement new programs/systems, and establish a solid volunteer base.

HOW YOU WILL CONTRIBUTE

- Develop and monitor control systems for budgets, cash flows, and inventory.
- Develop standards of donations, inventory control, sales, and marketing.
- Ensure that the floor space is maximized for the most effective use to display/sell inventory.
- Ensure a safe environment for customers, volunteers, and staff.
- Ensure effective volunteer recruitment, training, and scheduling.
- Ensure that donated goods meet the requirements for re-sale.
- Recruit and hire all staff for approved positions.
- Annually conduct performance reviews for all staff and ensure each is compensated as per policy.
- Prepare monthly reports for the Board of Directors and attend their meetings.
- Develop and control budgets for marketing, advertising, and promotion, as well as assist in developing the annual store budget.
- Ensure or lead in daily prayers/devotions with volunteers and staff.

QUALIFICATIONS

- Diploma in Business Administration or equivalent.
- 2+ years of experience in managing retail business and associated staff/volunteers.
- 5+ years of experience in retail, with knowledge of barcoding and price tagging, cash register operation, and Point-of-Sales systems.
- Strong understanding of retail principles as they relate to sales, leadership, and management within non-profit/voluntary organizations.
- Understanding of all federal and provincial legislation applicable to voluntary sector organizations, including employment standards, human rights, occupational health and safety, charities, etc.
- Excellent team leadership, collaboration/teamwork, and interpersonal skills, with proven experience in effective people management.
- Knowledge of and experience in Human Resources management.
- Proficient in computer functions (i.e. Microsoft Office) to manage communications and develop spreadsheets, documents, and word processing.
- Effective written, verbal, and listening communication skills.
- Effective time management.

REQUIRED COMMITMENT

- Follower of Jesus Christ who wholeheartedly subscribes to the Mission Thrift Store Statement of Faith and Purpose.
- In fulfilling your responsibilities, you will be required to pray with people who work or volunteer at Mission Thrift Stores. This may include, but is not limited to, opening in prayer at Mission Thrift Store Board and/or Staff Meetings, Mission Thrift Store events, and the BFM Foundation (Canada) Annual Conference.
- A love for Bible-based ministry in Canada and around the world.
- Cultural, economic, and environmental sensitivity.

SALARY EXPECTATIONS

Starting salary will be \$60,000.00 - \$70,000.00 annually.

APPLY TODAY!

We look forward to hearing from you! **Please submit your cover letter and resume by Wednesday, July 30th, 2025, to careers@missionthriftstore.com.** We are sincerely grateful for all applications submitted for this opportunity. We will contact you if you are selected for the next stage in the application process.

Mission Thrift Store welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in the interview process.