



**MISSION THRIFT STORE
FREDERICTON (NEW BRUNSWICK)**

**ASSISTANT MANAGER
(Full-Time)**

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 Assistant Manager supports the effective operation of Mission Thrift Store Fredericton by fostering a mission-focused environment, and motivating volunteers to provide outstanding customer service. As a committed Christian, he/she is expected to reflect Christ in both behavior and relationships within the store, fostering a faith-centered environment by encouraging spiritual growth, supporting volunteers pastorally, and engaging in practices such as prayer and devotions with team members. The individual in this role will demonstrate strong retail, leadership, relational, and training skills, helping staff and volunteers perform their duties with confidence and excellence. With a vibrant, passionate, and entrepreneurial spirit, the Assistant Manager reports to and collaborates closely with the Store Manager to optimize production, merchandising, and sales floor performance. Responsibilities also include supporting areas such as inventory control, pricing, delegation, marketing, advertising, and financial management, while modeling professionalism and a strong work ethic. Additionally, this position plays an important role in maintaining store health, safety, and cleanliness, as well as building partnerships with local churches, charities, and community organizations.

This role supports ongoing development, with potential for future advancement within the organization.

HOW YOU WILL CONTRIBUTE

- Collaborate with the Store Manager to oversee the day-to-day operations of the Mission Thrift Store.
- Communicate clearly and respectfully with volunteers and customers to maintain a positive and productive environment.
- Monitor incoming donations to ensure items are processed, sorted, and priced in a timely and efficient manner.
- Maintain a clean, organized, and safe sorting area that meets Health and Safety standards.

- Delegate tasks effectively among volunteers in the Donations area, ensuring balanced workloads and clear direction.
- Support the Store Manager in conducting annual evaluations of Donation area operations, including identifying needs and recommending improvements.
- Participate in the recruitment, interviewing, and selection of qualified staff and volunteers, in consultation with the Store Manager.
- Engage regularly with volunteers and customers to strengthen community relationships and gather feedback for continuous improvement.
- Monitor retail production activities and prepare monthly written reports with recommendations to enhance store performance.
- Assess the needs of cashiers and floor volunteers to ensure effective service delivery and customer care.
- Address and resolve customer issues or concerns promptly and professionally, ensuring a positive shopping experience.
- Assist in training, mentoring, and motivating team members to develop their skills and achieve their potential.
- Support the ordering and inventory management of store supplies on a weekly, monthly, and semi-annual basis.
- Be prepared to perform any store role as needed, ensuring smooth and consistent operations across all departments.
- Lead/Facilitate daily huddles, prayers, and devotions with volunteers in collaboration with the Store Manager, and assist in planning engaging and informative monthly staff meetings.
- Ability to support the faith-based culture and spiritual well-being of the team through prayer, encouragement, and fostering a sense of shared mission.
- Contribute creatively and proactively to the store's fundraising and community engagement initiatives.

QUALIFICATIONS

Education

- Post-secondary education in Business Administration or a related field is preferred.

Experience

- 5+ years of retail experience.
- Experience in retail management (non-profit, thrift, or volunteer-based environments are assets).

Skills

- Strong retail management and people leadership skills.
- Exceptional interpersonal skills with the ability to build positive relationships and foster teamwork.
- Excellent communication skills, including verbal, written, and active listening.
- Strong organizational skills with the ability to multi-task, prioritize, and maintain composure in a fast-paced environment.
- Effective problem-solving and decision-making abilities, demonstrating sound judgment and initiative.
- Skilled in conflict resolution and able to address challenges with tact and professionalism.
- Strong time management skills.
- High attention to detail and accuracy.
- Proficient computer skills, including Microsoft Word, Excel, and Outlook.
- Familiarity with office procedures, retail operations, and inventory management practices.
- Understanding of non-profit and volunteer organization dynamics, including best practices for recruitment and engagement.

Culture

As a member of Mission Thrift Store, the Assistant Manager will actively contribute to and uphold the following values:

- **Christ-Centered** – All our discussions and actions reflect our faith and belief that Christ is the center of this Ministry.
- **Volunteerism** – We celebrate that the success of Mission Thrift Store is driven by volunteerism.
- **Joint Ministry with Bible League Canada** – We have a mandate and desire to financially support Bible League Canada's global ministry.
- **Integrity** – We are consistently truthful and honest in all our actions, reflecting uncompromising adherence to Godly principles and values.
- **Sustainable Growth** – We believe that responsible, stewardly, and sustainable growth is an integral element to the long-term success of our organization.
- **Innovation** – We consistently and earnestly strive to be adaptable to new and efficient business processes and ideas.

COMPENSATION EXPECTATIONS

Starting wage will be \$40,000.00 - \$45,000.00 annually, with an increase following the successful completion of a six-month probationary period.

APPLY TODAY!

We look forward to hearing from you! **Please submit your cover letter and resume by May 28th, 2026, to both fredericton_chair@missionthriftstore.com and colin_nowlan@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.