



MISSION THRIFT STORE SUMMERSIDE

STORE MANAGER JOB POSTING

BFM Foundation Canada is a national Christian organization with over 50 Mission Thrift Stores across Canada. 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.

Mission Thrift Store Summerside, Prince Edward Island is a brand-new store location which is set to open late 2024.

WHY WORK HERE

You have a passion for thrift. You are motivated, and 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 Summerside and for all activities of the staff. The Manager must be a committed Christian and reflect Christ in his/her behavior and relationships with others in the store. The Manager must be skilled at motivating staff and volunteers, delegating, and financial management and have a good understanding of inventory control, pricing and marketing. The Manager must build and maintain relationships with other community organizations and charities that Mission Thrift Store Summerside partners with. In managing a new store location, the Store Manager will be working closely with the General Manager, Board of Directors and Regional Manager to oversee the store's successful opening, 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 floor space is maximized for most effective use to display/sell inventory.
- Ensure safe environment for customers, volunteers and staff.
- Ensure effective volunteer recruitment, training and scheduling.
- Ensure donated goods meet requirements for resale.
- 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 report to the Board of Directors and attend their meetings.
- Develop and control budgets for marketing, advertising and promotion and assist in developing the annual store budget.
- Ensure or lead in daily devotions with volunteers and staff.

QUALIFICATIONS

- Diploma in Business Administration or equivalent.
- 5 years in retail experience.
- 2 years managing retail business and associated staff and volunteers.
- Proficient in computer functions to develop spreadsheets and word processing documents.
- Experience with Point of Sales systems
- Basic knowledge of bar coding and price tagging as well as operation of cash registers.
- Effective written, verbal and listening communications 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 for 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, BFM Foundation (Canada) Annual Conference. A love for Bible-based ministry in Canada and around the world.

APPLY TODAY!

We look forward to hearing from you! **Please submit your cover letter and resume by March 18th 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.