

# CHARITY GUILD OF CATHOLIC WOMEN

## EMPLOYMENT NOTICE

### SHOP ADMINISTRATION MANAGER

The Charity Guild of Catholic Women is seeking qualified candidates who can thrive in a fast-paced work environment at the Charity Guild Shop, Houston's foremost consignment retailer. We are a nonprofit organization and our efforts, through the Shop proceeds, extend financial support for organizations serving children in the Greater Houston Area, regardless of race or creed.

The Shop Administration Manager is a full-time position responsible for the following:

- The day-to-day administration of the Charity Guild Shop ("Shop") in collaboration with Shop member volunteers.
- Knowledge of the physical plant, vendors, technology, security, and website.
- Coordination and management of human resource functions, and maintain compliance with City, State and Federal health and safety regulations.

### ESSENTIAL FUNCTIONS, RESPONSIBILITIES, AND ACTIVITIES

Duties and responsibilities include, but are not limited to, the following:

1. Maintain the day-to-day effectiveness of Shop operation.
2. Act as the first point of contact for troubleshooting technology issues.
3. Act as the first point of contact for facilitating consignment issues.
4. Assist in the preparation of the annual Shop budget; have primary responsibility for monthly oversight of the Shop budget; provide monthly financial reports and analysis of Shop revenue and expenditures.
5. Develop and approve Shop employee work schedules, time sheets, and paid time off.
6. Manage human resource functions that include Shop employee performance reviews.
7. Ensure the Shop is compliant with safety and health standards of City, State, and Federal regulations.
8. Respond to, report, and document on-site incidents and risk management issues with a sense of urgency.
9. Work collaboratively with volunteer day managers and all other member volunteers.

### JOB KNOWLEDGE AND QUALIFICATIONS:

- Bachelors Degree preferred
- Minimum of 10 years experience in a related field.
- Valid Texas Driver License and acceptable driving record.
- Strong competency in staff supervision, human resources, fiscal and operational management.
- Technical proficiency in Microsoft Office.
- High level of interpersonal skill with a broad range of individuals and volunteer base.
- Excellent oral communication and writing skills.
- Strong competency in technology systems and the ability to troubleshoot issues.

**APPLICATION SUBMISSION:** If you are interested in this opportunity with a reputable non-profit organization, please submit your resume with salary requirements to: [president@charityguildshop.org](mailto:president@charityguildshop.org). Applications will be accepted only through email correspondence. The deadline to submit an application is **April 15, 2017**.

*Charity Guild of Catholic Women provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. Charity Guild of Catholic Women complies with all applicable federal, state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*