

Position Available
St. John the Compassionate Mission

Context

St. John the Compassionate Mission is a non-profit organization ministering to marginalized individuals and families in Toronto and Scarborough (founded 1986). The Mission has successfully operated a thrift shop for twenty years, which partially funds its community work. We are seeking a full-time highly dedicated and energetic Manager who is willing to work in a faith-based community environment.

Position Title: Manager – St. John’s Thrift Shop

Activities and Responsibilities	<p>Merchandise and Accounting</p> <ul style="list-style-type: none"> ▪ Liaise with churches and donors. ▪ Responsible for receiving and sorting of donations. ▪ Price all items. Follow administration rules set up by the Mission regarding prices, discounts and sales. ▪ Keep track of all inventory. ▪ Tally income at the end of each working day. <p>Personnel and Records</p> <ul style="list-style-type: none"> ▪ Keep regular ongoing communication with Executive Director, alerting any concerns or possible changes. ▪ Keep track of all paid staff hours. ▪ Interview and engage volunteers. ▪ Organize, schedule and supervise volunteers. ▪ Enforce rules from the Mission with all volunteers and staff. ▪ Keep store clean, safe and functioning for sales. ▪ Follow COVID-19 protocol for businesses. ▪ Open and close store daily in good time. ▪ Keep excellent records including HR, inventory and books. <p>Department</p> <ul style="list-style-type: none"> ▪ Behave at all times in person and on line according to the Mission’s non-discriminatory, inclusive, person-respecting values. ▪ Participate in a three-day staff retreat each summer.
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Leadership and Management ▪ Customer service ▪ Budgeting and financial records.
Time Commitment and Working Conditions	<ul style="list-style-type: none"> ▪ This is a full-time position of 5 days per week, 8 hours per day. ▪ Monthly quota for sales must at least be met.
Duration and Remuneration	<ul style="list-style-type: none"> ▪ This is a one-year, renewable contract subject to review, evaluation and funding (or other arrangement as appropriate). ▪ Salary range: \$40,000 to \$45,000.

All interested candidates must submit cover letter, resume, and 2 professional references.

Submit to info@stjohnsmision.org.

Posting date: 17 August 2021.

Closing date: September 14 2021.