



**POSITION TITLE: DeSmet Business Office Receptionist / Spirit Store Coordinator**

Status: Full-Time, Hourly, with Full-Time Employee Benefits

Hours: 7:00 am – 4:00 pm, Monday - Friday

---

**POSITION RESPONSIBILITIES:**

**Administrative Support**

- Provide daily phone and office reception for the DeSmet Business Office.
- Maintain and order all office supplies and other department needs for the DeSmet Business Office.
- Coordinate mail distribution for the DeSmet Business Office and the Dieringer School Office.
- Assist office staff with bulk mailings.
- Coordinate archiving of JHS news clippings for the Communications Director.
- Provide support for the DeSmet Office as needed, including assisting with special events and projects.
- Provide assistance for meetings scheduled in conference rooms.
- Perform daily maintenance for the DeSmet Business Office kitchen and reception area.

**Spirit Store Coordinator**

- Ensure that the Spirit Store ("Store") operates in a profitable, inventory-efficient, customer service-oriented, brand enhancing, and mission-focused manner.
- In coordination with the Communications Office, compile detailed strategic calendar for the school year for the Store, including order timelines and new product cycles, marketing, communications, sales/promotions, special event identification, etc.
- Open and close the Store. Be present while Store is open.
- Establish volunteer schedule for the school year and oversee, train, and coordinate all Store volunteers.
- Maintain the physical Store's appearance (cleaning, organizing, restocking, moving inventory, updating displays, etc.) so that it is fresh, clean and pleasing to customers.
- Meet with the Communications Office (and CFO, if necessary) on a regular basis.
- Create and share regular reports (financial and inventory evaluation) with the Communications Office and CFO to gauge the Store's effectiveness and progress.
- Maintain and update the online Store on a regular basis.
- Keep track of marketing schedules and tasks, including poster creation, in-store signage, sales materials, promotion blurbs, etc.
- Regularly research alternative vendors and new styles and products. Follow-up with current vendors and maintain/cultivate all vendor relationships.
- Forecast product trends and place orders for all new products.
- Manage all physical and digital files relating to Store, including order histories, vendor contacts, style/design guides, product photos, etc.
- Communicate with student-run clubs and following through with projects they are involved in with the Store.
- Stay current with merchandising and retail best practices, and suggest updates to official Store policies as necessary.
- Identify and manage the Store's social media promotion strategy and social media and website platforms. Fulfill miscellaneous duties as required by the Communications Office (e.g., coordinating photo shoots, communicating with public re: questions about Store, online store, marketing initiatives, etc.).

**General Responsibilities**

- Support the mission of Jesuit High School in all situations.
- Perform all duties with professionalism and confidentiality.
- Perform all duties in collaboration with co-workers.
- Attend staff meetings, in-services, and relevant committee meetings.
- Provide support for the Jesuits residing in Canisius Hall, as needed.

**POSITION QUALIFICATIONS:**

- Exhibits excellent interpersonal, oral and written communication skills.
- Proficient in office management software and management, including Microsoft Office.
- Collaborative work ethic with strong interpersonal and problem solving skills.
- Ability to facilitate multiple tasks with a variety of deadlines.
- Attention to detail in all work tasks.
- Must be self-motivated and driven.
- Exhibits values consistent with the mission of a Catholic, Jesuit education.

**APPLICATION DEADLINE: Wednesday, August 2, 2017 (5 pm)**

**TO APPLY:**

**Application for this position must be completed electronically via e-mail.**

Please send a **resume** and **two references** with current phone number and e-mail addresses, to:

Erika Tuenge  
Communications Director  
Jesuit High School  
9000 Beaverton-Hillsdale Hwy  
Portland, OR 97225  
Telephone: 503-291-5479  
**E-mail: [etuenge@jesuitportland.org](mailto:etuenge@jesuitportland.org)**

**NOTICE OF NON-DISCRIMINATION:**

*Jesuit High School is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, national origin, or disability in accordance with applicable laws.*