



Position Opening: Spirit Store Manager

POSITION RESPONSIBILITIES:

- Ensures that the Spirit Store (“Store”) operates in a profitable, inventory-efficient, customer service-oriented, brand-enhancing, and mission-focused manner.
- Opens and closes the Store. Is present while Store is open (every Tuesday/Thursday after school during school year and during special events and some home games).
- Establishes volunteer schedule for the school year and oversees, trains, and coordinates all Store volunteers.
- Maintains the physical Store’s appearance (cleaning, organizing, restocking, moving inventory, updating displays, etc.) so that it is fresh, clean and pleasing to customers.
- Manages the sales of merchandise from the Store Mobile Kiosk (“Mobile Store”). Maintains the maintenance, security, storage, and movement of the Mobile Store around campus as needed.
- Oversees and updates the online Store on a regular basis.
- Manages sales and promotion of Twilight Relays Nike merchandise once a year.
- In coordination with the Communications Office, compiles strategic calendar for the school year for the Store, including order timelines and new product cycles, marketing, communications, sales/promotions, special event identification, etc.
- Manages cash/POS regularly with Finance Office and IT Department.
- Creates and shares regular reports (financial and inventory evaluation) with the Communications Office and CFO to track the Store’s effectiveness and progress.
- Regularly researches alternative vendors and new styles and products. Maintains/cultivates vendor relationships.
- Forecasts product trends and places orders for products.
- Manages all physical and digital files relating to Store, including order histories, vendor contacts, style/design guides, product photos, etc.
- Performs end-of-year inventory count of the Store and reports to Finance Office.
- Stays current with merchandising and retail best practices and suggests updates to official Store policies as necessary.

General Responsibilities

- Supports the mission of Jesuit High School in all situations.

- Performs all duties with professionalism and confidentiality.
- Performs duties in collaboration with co-workers.
- Attends staff meetings, in-services, and other relevant meetings.

POSITION QUALIFICATIONS:

- 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.
- Self-motivated and driven.
- Exhibits values consistent with the mission of a Catholic, Jesuit educational institution.

POSITION INFORMATION: Part-time; \$20/hour; no benefits

APPLICATION DEADLINE: Open until filled

TO APPLY:

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

Please send a **resume**, **cover letter** and **two references** to:

Erika Tuenge
Vice President of Communications and Public Affairs
Jesuit High School
503-291-5479
etuenge@jesuitportland.org

Notice of Non-Discrimination: Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.