

ABOUT US

My Sister's Resale Boutique is a high-quality thrift boutique benefitting the My Sister's Place homeless shelter. My Sister's Place is a non-profit Christian based organization providing shelter, nourishing food, a nurturing environment and resources for women and their children who are experiencing homelessness. All employees recognize that we are a Christian ministry and agree that they will do nothing as an employee of My Sister's Place to undermine its mission.

THE JOB

The Boutique Associate position is part-time and responsible for the supporting operations of the My Sister's Resale Boutique. In close partnership with the Boutique Manager, the Boutique Associate assists with ensuring the Boutique is a viable and impactful part of the My Sister's Place organization. This position reports to the Boutique Manager.

RESPONSIBILITIES INCLUDE:

Duties of the Boutique Associate include but are not limited to:

- Greeting the My Sister's Place Boutique customers and providing welcoming, kind, and knowledgeable customer service to all patrons.
- Aiding in daily boutique operations including managing financial transactions and operating the register, processing merchandise donations and sales, answering the phone and emails, and increasing store sales.
- Providing guidance and support to boutique volunteers as needed.
- Assisting with the implementation of strategies developed by the Boutique Manager on key marketing initiatives to increase sales and reach monthly financial targets.
- Supporting the accounting of all funds, ensuring sound financial practices and complying with all laws. Assist with reporting daily and monthly sales totals.
- Providing timely communication with the Boutique Manager, sharing all information necessary for making informed decisions.
- Other tasks as assigned.

STARTING RATE OF PAY: _____

HIRE DATE: _____

Employee Signature

Date

