



<i>Position Title:</i>	Boutique Merchandiser
<i>Reports To:</i>	Executive Director
<i>Position Status:</i>	Full-time
<i>Revision Date:</i>	03/11/2020

Position Overview

The Boutique Merchandiser serves as the primary point of contact for internal and external persons on all matters pertaining to Project 150's Betty's Boutique. The Boutique Merchandiser works in an environment that is mission-driven, results-driven and community oriented.

Position Responsibilities

The Boutique Merchandiser is a highly visible position responsible for greeting guests, fielding phone calls, communicating with volunteers, clients and prospective clients on a regular basis. This position is responsible for ensuring Betty's Boutique Inventory is organized, stocked, sorted, and displays are visually appealing. This position ensures the best possible shopping experience for students and their families.

Responsibilities and Support

- Greeting clients and visitors as needed.
- Inventory tracking and control.
- Managing the check-in and check-out process.
- Maintain an organized and visually appealing boutique for student shoppers.
- Coordinate volunteers need for boutique projects with Community Outreach Manager.
- Assists in creating, maintaining, and entering information into databases.

Requirements

- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Forward thinker, who actively seeks opportunities and proposes solutions.
- Ability to communicate effectively with a diverse group of people, staff, volunteers, and the public.
- Adaptable to changing circumstances.
- Intermediate understanding of Microsoft Word, Excel, and Outlook.
- Intermediate understanding of Internet and performing research on the world wide web.
- High school diploma or associate's degree.
- Enjoy working with the youth and teen population.
- Ability to work well under limited supervision.

This job description does not necessarily represent an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the job, management reserves the right to revise the job or to require that other or different tasks be performed as circumstances change.