S A I N T  P E T E R’S  E P I S C O PA L  C H U RC H



**St. Peter’s Episcopal Church, Morristown, NJ**

**Shop Assistant Manager Job Description**

Assist in the management of Encore to provide a thriving thrift shop for the community. Help sell items at reasonable prices, and provide a welcoming setting for fellowship.

**Hours:**up to 20  hours a month @ $13/hr

**Responsibilities of the Assistant Shop Manager**

* Assist the Encore Store Manager in all duties as needed
* Open and close store for the day
* Prepare the cash and bank deposits from the day
* Secure the space by turning on and off the alarm to open and close the shop
* Set up displays and lighting
* Assist and assign volunteers as needed
* Review donations received for acceptability
* Remove trash and boxes as needed and deposit next to shop in bins
* Work with volunteers as part of a team
* Other duties as needed

**Additional Responsibilities possible:**

* Create the text and photos for weekly eblasts to promote the shop
* Maintain online social media presence through FB, Instagram
* Create catchy communications for community outreach for fliers and email

To apply: Please submit a letter of interest and resume to the Rev. Anne Thatcher: revthatcher@stpetersmorristown.net For more information call the Parish House Office and ask for the Rector, The Rev. Anne Thatcher: 973-538-0555 x116.