

Dar Al-Hijrah Islamic Center – Thrift Shop Manager (Part-Time: 35 hrs/week)

The Dar Al-Hijrah Social Services Office serves community members in need, primarily low-income immigrants and refugees experiencing food and housing insecurity. We provide a full spectrum of Family Assistance Services, Self-Sufficiency Classes and Community Programs and Events.

We are seeking a manager for our Thrift Shop in Falls Church, VA.

The Thrift Shop Manager directly manages all aspects of the center's Thrift Shop, including managing all donations, cash and credit sales, shop staff and volunteers, displays and pricing.

He/She reports directly to the Social Services Director of the center.

Necessary qualifications include:

- An ability to communicate pleasantly and professionally with customers and volunteers
- Strong organization and time management skills
- High energy and an ability to multi-task and prioritize in a fast-paced environment
- Retail and Supervisor experience
- Experience using cash register and credit card processing machine
- Proficient in basic mathematical skills
- High school diploma or equivalent
- Must speak, read and write English. Bilingual English/Spanish speaker preferred
- Physical fitness and ability to stand for extended periods of time and lift and carry up to 25 pounds as needed

Essential duties and responsibilities include but are not limited to the following:

- Directly train and supervise staff and volunteers
- Open and close the shop
- Welcome and assist donors and customers at the shop
- Receive, sort and price donations
- Maintain fresh and attractive store displays
- Plan and oversee special sales
- Incorporate online sales
- Coordinate and oversee consignment sales
- Promote the shop to the community
- Handle complaints and resolve any problems
- Work with the office to process and track daily cash
- Other duties as assigned

The shop is open 10am -4pm, seven days a week.

The manager's hours are 9:30am-4:30pm, 5 days a week

Pay: \$15 per hour