



A Precious Child Resource Center Assistant Manager

A Precious Child, Inc. is a 501c3 nonprofit organization providing children in need with opportunities and resources to empower them to achieve their full potential. A Precious Child envisions a future where every child grows up to be a secure, self-reliant, contributing member of their community.

In working towards helping A Precious Child meet its overall objectives of providing necessities for children, the Resource Center Assistant Manager is responsible for a full range of activities related to helping manage the day-to-day operations and activities in our Resource Center and Satellite Resource Centers. A Precious Child's main Resource Center provides families in need with the opportunity to shop, free of charge, for needed items such as clothing, shoes, household gear, diapers, wipes, toys and food in a dignified store-like setting. Satellite Resource Centers are set up offsite at A Precious Child's Agency Partner locations (Schools, shelters, Health and Human Service agencies, etc.) to help meet the need of families immediately. Currently, there are more than 40 Satellite Resource Centers.

The Resource Center Assistant Manager will report directly to the Resource Center Director, ensuring annual goals are met. Top candidates will be friendly, flexible, able to multi-task, and will be willing to jump in when and where needed. This position prefers that all candidates speak fluent Spanish.

Hours: Full-time position 8:30am-5:00pm Monday-Friday, non-exempt, with some evenings and weekends.

Reports to: Resource Center Director

Duties and Responsibilities

- Assists with management of A Precious Child's Satellite Resource Centers, which includes, continuously checking Satellite Resource Center incoming inventory requests for new orders and be responsible for printing and managing all orders coming in.
- Communicates with Agency Partner liaisons at Satellite Resource Centers about data needs, surveys implemented or inventory needs.
- Assists Resource Center Director with new set ups and re-vamps of Satellite Resource Centers.
- Fulfills requests for all Satellite Resource Centers.
- Works directly with Donation Center team to ensure that all Satellite Resource Centers and Pop-Up Event inventory needs are being met (inventory needed as back stock, items running low, team support when needed).
- Assists in operations, daily tasks and activities for A Precious Child's Resource Center.
- Ensures that every client is treated with dignity and respect at all times.
- Assists in managing the quality of all items in the Resource Center.
- Maintains an open line of communication with supervisor in regards to in-stock items that are low on Resource Center (diapers, coats, gently used clothes and specific gender and sizing needs).



- Supports managing daily and periodic checklist for maintenance of Resource Center. (i.e. Sweeping, purging racks, disinfecting play area, cleaning restroom, store recovery, clothes on all end caps, signage, etc.).
- Assists in capturing client stories and pictures for marketing purposes.
- Maintains safety standards to keep clients, volunteers and staff safe and prevent injuries.
- Onboard, train and manage daily Resource Center volunteers.
- Supports the management of Cake4Kids partnership and orders.
- Assists in the collection and fulfillment of Agency Partner orders and Emergency Requests.
- Assists in set up and break down of Resource Center events and other department events.
- Pulls daily audit reports from client database, Captain.

Required Skills/Experience

- Enthusiasm and passion for A Precious Child's mission and vision.
- At least 1 year of customer service experience.
- Bilingual in Spanish preferred.
- Prior retail or nonprofit experience preferred.
- Exceptional customer service skills and ethics.
- Excellent verbal and written communication skills.
- Experience with Word, Excel, PowerPoint.
- Ability to learn new database and project management tools (i.e. Monday.com, Captain, Slack, etc.)
- Present a polished and professional image and demeanor.
- Must be a self-starter who is motivated, outgoing and has strong organizational skills.
- A positive attitude, strong work ethic, dependable and an ability to work effectively with coworkers, volunteers and interns.
- Ability to work independently, set priorities, and completes work timely and accurately.
- Flexibility and willingness to step in when needed for all projects.

Compensation: \$19/hour including a generous benefits package; paid time off, paid holidays, health, dental, and vision insurances, and matching contribution to a 401(k) retirement plan after meeting eligibility requirements.

To Apply: please email a **cover letter, resume and salary requirements** to Courtney Wickberg at Courtney@apreciouschild.org and put "Resource Center Assistant Manager" in the subject line.

For more information about A Precious Child visit APreciouChild.org.

A Precious Child is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and ability to perform a job, without regard to age, sex, gender identity, race, color, veteran status, religion, disability, sexual orientation, marital status, national origin or any other legally protected category. It is our policy to maintain a non-discriminatory environment, free from intimidation, harassment or bias based upon these grounds.