

6/15/2017

St. Paul's School for Girls

POSITION: Swamp Manager
REPORTS TO: Chief Financial Officer/Chief Operating Officer
STATUS: Salary and Exempt
HOURS: Monday-Friday, 7:30am – 4:00pm

Organization Overview

St. Paul's School for Girls is an independent, all girls' college-preparatory school enrolling 425 students in grades five through twelve, founded in 1959, educating young women in the Episcopal tradition. St. Paul's Plus, a division of St. Paul's School for Girls, is an educational childhood program for ages six weeks through Pre-K. *St. Paul's School for Girls educates hearts and minds in an inclusive community that is grounded in the Episcopal values of respect, integrity, and spiritual growth. We empower voice, nurture intellectual curiosity and creativity, and inspire confident leaders who serve in the world.*

Position Description

The primary responsibility of this position is to promote the SPSG brand, internally and externally, through apparel and other items and to manage operations of the store.

Responsibilities

- Research and evaluate current market trends in the school store and retail market that best promote the SPSG brand.
- Work closely with faculty, staff, parents, students and alumnae to identify items to be sold in the school store
- To attract new customers and increase sales, create monthly special deals for faculty, staff, students and parents for special times of year. These would include Back to School, Spirit Week, Graduation, New Family Orientation, Green/White Weekend, etc.
- Develop a marketing strategy in coordination with communications office to promote items internally and externally through social media, newsletters and other means of communication.
- Purchase merchandise for school store at the most competitive and cost effective prices, including school uniform pieces
- Create and maintain appropriate school store image, setup and displays
- Supervise and train any volunteers or school store personnel.
- Work with business office for item pricing, month end closing and bank deposits
- Ensure appropriate inventory control procedures are in place
- Conduct year-end physical inventory for review by auditors
- Dispose of slow-moving or obsolete inventory items through special sales or other appropriate means.
- Other duties as assigned
- To serve as a word of mouth marketer, messenger, and ambassador for the Schools and to route concerns and positivity to the proper internal team members.

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- To deploy strategy to enhance the traffic of PLUS families in the store, through the carrying of items and conveniences desired by that demographic.

Key Qualifications

- Minimum of three years of retail experience, preferably in an academic environment
- Associates degree is required; Bachelor's degree preferred.
- Communicate and work effectively with a range of constituents in a courteous and professional manner
- Demonstrated knowledge of budget management
- High level of energy and good sense of humor
- Proficiency with use of e-mail, word processing, spreadsheet, database, and presentation software and use of the internet
- Ability to function well both independently and as a member of a team
- Strong interpersonal, communication, writing, and organizational skills

Salary is commensurate with experience. Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at sduckett@spsfg.org. SPSG is an equal opportunity employer.,