

POSITION DESCRIPTION:	Associate, All Good Things
DATE:	June 21, 2021
SUPERSEDES:	January 2017
REPORTS TO:	Director, All Good Things
CLASSIFICATION:	Part-Time; Non-Exempt
SUPERVISES:	N/A

GENERAL SUMMARY: Responsible for supporting the values and the mission of the Sylvania Franciscans through the operation of All Good Things, the Franciscan art and gift shop.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Promote the values of the Sisters of St. Francis (SOSF) by demonstrating behaviors supportive of a commitment to reverence, service and stewardship, including respect and involvement, teamwork, open and effective communication, and efficient and effective resource use. Adhere to SOSF policies, procedures and objectives. Exhibit professional attitude in attire, workspace and interpersonal communications.
2. Assist Store Management performing all duties necessary to facilitate the overall operation of All Good Things.
3. Assist with in-store, off-campus and on-line sales, mailings and communication.
4. Assist in arranging and replenishing merchandise for display.
5. Monitor and re-stock inventory as required.
6. Assist in arranging, dusting, displaying inventory for sale.
7. Perform other duties as assigned.

SKILLS AND ABILITIES REQUIRED:

1. Reflect the charism, values and mission of the Sylvania Franciscans.
2. Possess excellent communication and interpersonal skills.
3. Strong organizational skills, attention to detail and the ability to communicate effectively.
4. Ability to prioritize, multi-task and manage time.
5. Strong collaboration skills.
6. Flexible and able to handle change.
7. Self-initiating and proactive, working well alone or with the team.

8. Proficient in QuickBooks, Excel, and Microsoft Office suite.

QUALIFICATIONS:

1. Related experience in marketing, customer service, and communications.

*This job description reflects management's assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned by Leadership.

To apply, please send current resume to Brandy Bouyer at bbouyer@sistersosf.org or to the following address:

Brandy Bouyer
HR Director
Sisters of St. Francis
6832 Convent Blvd.
Sylvania, OH 43560