

**Proclaiming Grace Outreach, a local 501(C)3 non-profit organization, has an open position for an Assistant Manager, at our Thrift Spot location (currently located in Barhamsville but moving soon to Lanexa, Virginia). The position becomes available mid October 2021.**

### **Assistant Manager**

**29 hours per week to include a fixed schedule of Tuesday, Wednesday, Thursday and every other Saturday.**

#### **Job Requirements:**

Must be able to lift up to 30 pounds.

Must be able to work well with a TEAM of people toward our common goal of helping those in need.

Must have good communication and organizational skills.

Must be able to tolerate both hot and cold temperatures as small portion of this work is outside.

Basic computer skills are a must.

#### **Job Overview:**

In conjunction with a team, this position is responsible for overseeing a portion of our sales floor in our Thrift Spot location. You will be working closely with other staff and volunteers to ensure that all items are cleaned, priced, and stocked to the appropriate areas. Creative thinking is a plus. Good people skills are a must. This position answers to our Lead Manager. This is an active position requiring you to be on your feet most of the day. This position also requires successful operation of our Point of Sale (register) System after appropriate training.

If you have a desire to work hard and have fun while doing it, this is the place for you.

Please send a resume to [Execdirector@pgova.org](mailto:Execdirector@pgova.org) or feel free to call Melanie King, Executive Director at (757) 741-5070. Please leave a message and your call will be returned.

**Learn more about our non-profit at [Pgova.org](http://Pgova.org). Visit and like us on Facebook at Proclaiming Grace Outreach.**