



the  
**Sharing**  
center

Preventing hunger &  
homelessness since 1986

## **Position Description**

### **Retail Operations Intern**

The Sharing Center was established in 1986 to serve our community in need with life's basic essentials and with the mission to provide essential resources to those in need while ensuring dignity, reflecting Christian generosity, and sharing God's love.

The Sharing Center is currently seeking a Retail Operations Intern to join the team. This role will report to the Director of Retail Operations and work closely with the General Manager of Stores.

**Overall Responsibility:** The Retail Operations Intern serves as a key function of The Sharing Center (TSC) by providing direct support the Thrift Program Management team. This Internship involves learning the day to day operations of Thrift Program, including administrative work and operations in each of the departments.

#### **Responsibilities include:**

- Shadow multiple department positions and train in a variety of tasks.
- Provide Administrative Support to the Director of Retail Operations.
- Work with the managers to maintain proper inventory levels in the stores and distribution center.
- Prioritize and delegate daily task for employees and volunteer.
- Organize and facilitate group volunteer projects.
- Complete weekly rotation in each of the departments.
- Work with Retail Committee to procure better product for the stores.

#### **Time Requirements:**

We are asking for a minimum of 15 hours per week, and are flexible on what days and times.

#### **Qualifications:**

- Completed or working toward a college degree in a related field (e.g., business administration, nonprofit management, social entrepreneurship, marketing, event planning or other relevant major).
- An effective communicator in written and oral form
- Detail-oriented, proactive, a love for organization and administration, ability to prioritize, and meet deadlines
- This person must be exceedingly well organized, proactive, flexible and dedicated to helping in a support role
- Technical computer skills, especially in Microsoft Word and Microsoft Excel
- Comfortable working alone on assignments and in collaboration with others
- Internal management and project coordination a plus
- Previous internship or related experience a plus

All qualified applicants please submit cover letter and resume to Margaux Pagán at [Margaux.pagan@thesharingcenter.org](mailto:Margaux.pagan@thesharingcenter.org) by December 10, 2021.