

## **Job Description**

**Title of Position:** Visual Merchandising Associate  
**Reports to:** Cottage Shop Manager  
**Status:** Non-exempt

All employees are expected to support the mission of The Women's Home "to build communities that strengthen women and support families as they reclaim their stability". This is accomplished in many practical ways and by expressing in everyday work behavior our core values: Dignity – Respect for the worth of every person; Integrity – Honesty, justice consistency and ethical practice in all relationships; Inclusiveness – Diversity in those we serve, our staff and leadership; Stewardship – Wise use of talents and resources in the service of others; and Wholistic Growth – Empowering individuals to adapt creatively to changes in life. Through honoring these core values we seek to work harmoniously with staff, clients, donors, and the community by maintaining emotional control and diplomacy during all interactions and by communicating verbally and non-verbally in an articulate and professional manner.

The Cottage Shop has been a Houston treasure in the Montrose area since 1971. It serves as job training site for residents, provides a fun shopping experience for the community, and generates 20% of The Home's operating income. Volunteers and residents of The Women's Home staff the store six days a week under the supervision of professional staff members.

The Cottage Shop has a wide selection of new and gently used clothing and accessories, including a Boutique section with high-end designer brands. The store's inventory of furniture and household goods constantly changes.

**Position Summary:** The Visual Merchandising Associate will assist with daily management of clients and volunteers. This position is responsible for merchandising the donations on the sales floor as well as assisting with pricing the items. In addition, this person will execute seasonal display of items and assist with promotional events at the shop and in the community.

**I. Essential Duties and Responsibilities** are listed below and will always include those specifically assigned by the immediate supervisor.

- A. Identify donations from back room and from basement that need to be moved to the sales floor.
- B. Insure that merchandise is displayed properly in the correct areas.
- C. Insure that merchandise "moves" and is updated and purged according to sales and to donations received.
- D. Create a fresh and seasonal look of merchandise for optimum sales.
- E. Suggest floor arrangement and display areas that maximize sales.
- F. Identifying designer pieces, research value and price accordingly for boutique areas, assisting shop manager.
- G. Perform minor assembly, repair or cleaning to donated items.
- H. Oversee daily close out of sales and reporting as needed.
- I. Assist at cash register on busy days or with other manager's absence.
- J. Able to work flexible schedule including regular Saturdays and evenings.
- K. Train clients with merchandising shop standards.
- L. Be available for other duties as assigned.

## **II. Qualifications:**

- A. Must have two years retail experience with strong merchandising ability.
- B. The candidate must have cultural sensitivity and be mindful of communication that might upset clients or other employees. Must be able to work in a therapeutic environment and do no harm.
- C. Must have a manner of respect and friendliness to all customers, clients, volunteers and donors.
- D. Ability to work in a rehabilitation setting where maintaining total confidentiality at all times is important (i.e. in the work place as well as outside the work place). Must have appropriate professional boundaries.
- E. Basic knowledge of Outlook and MS Office applications.
- F. Belief in the mission of The Women's Home.

## **III. Physical Requirements:**

Person in this position must be able to stand for three to four hours at a time.

Person must have the ability to lift/transfer heavy objects approximately 50 pounds if necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

### **Acknowledgment of receipt and understanding of job description**

I have read and I have reviewed my job description with my primary supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_