

Call for a new Creative Reuse Shop Assistant!

Pittsburgh Center for Creative Reuse

February 2018

Pittsburgh Center for Creative Reuse inspires creativity, conservation, and community engagement through reuse. We operate a non-traditional art supply shop located at the intersection of Wilkinsburg, Homewood, and Point Breeze, where people can donate used art and craft supplies, as well as shop for these unique items all in the same location. We also facilitate hands-on creative programming that educates the public about the benefits of reuse for the environment, community, and self. **We see reuse as a vehicle for boosting self-confidence, learning new skills, and creating opportunity for all.**

Pittsburgh Center for Creative Reuse is an equal opportunity employer and encourages all qualified persons of any race, ethnicity, gender expression, orientation, ability, and age to apply. Creative Reuse is for everyone - we are committed to equity and inclusion and strongly believe in the power of a diverse community. **Join us and be a part of the change you wish to see in the world!**

Reporting to the Executive Director and Assistant Managers, the Shop Assistant will work closely with all team members to assist as needed with the retail operation and overall organization.

Responsibilities

- Staff the retail shop, shop events, and occasional special events (fundraisers, pop-up shops, etc.)
- Provide friendly, excellent customer service while operating the register, answering the phone, and answering customer questions
- Process, price, and research donations, and assist with improving pricing and donation processes
- Assist with planning sales and promotions
- Assist customers with generating creative reuse ideas and with sourcing materials
- Direct and supervise interns and volunteers
- Help with special projects (fundraisers, events, workshops, annual appeal, etc.)
- Ensure the shop floor is fully and appropriately stocked
- Keep shop impeccably organized, tidy, clean, and beautiful
- Create signage for the retail floor that is appropriate, accessible, friendly, and within the established quirky voice of the Creative Reuse shop
- Maintain the space: clean bathrooms and kitchen, vacuum, take out trash/recycling, fix things, etc.
- Maintain necessary records (donations, volunteers, customer requests, discounts, etc.)
- Check and respond to work emails during each shift
- Scheme with fellow staff members regarding the overall vision of the shop and organization

Qualifications

- Passion for the environment, creativity, and community engagement
- Familiarity with and interest in fine art and craft materials, tools, and techniques
- Familiarity and interest in the Pittsburgh art scene, art history, contemporary art, the DIY movement, upcycling, craft traditions, and creative reuse
- Strong organizational skills, attention to detail, and great multi-tasking abilities

- Excellent people skills – outgoing, personable, and with good humor
- Must be able to lift 50 pounds, and bend, reach, lift, and stand for extended periods
- Good grammar, spelling, and writing abilities
- Great handwriting and interest in fostering sign making skills
- An eye for design, display, and pleasing spacial arrangement
- Cultural competency and ability to work effectively with diverse populations
- Money handling, mental math, and general math skills
- Able to manage conflict with grace, patience, and compassion
- Proficient technology and social media skills
- Willingness to take other staff members' shifts as needed, and flexibility with scheduling
- Must be able to work at least one weekend day per week

A perfect candidate for this position is:

- willing to pitch in whenever and however is needed
- professional but also playful
- respectful of deadlines and timelines
- cooperative and collaborative
- a self starter who thrives on working independently
- committed to finishing projects swiftly and with quality
- able to maintain a sense of organizational priorities over personal priorities
- unfailingly dependable and honest
- able to easily produce quirky alliteration, puns, and jokes
- passionate about educating others about reuse
- committed to recycling, reuse, reducing consumption, and other earth-friendly practices
- passionate about learning new skills
- really, really good at talking to all types of people

Details: This is a part-time position with the potential for growth. The starting rate is \$10 per hour. We are looking to fill 36 hours – either one new staff member at 36 hours or two new staff members at a combination that equals 36 hours. The training period is 2/26-2/28, and the regular schedule will begin 3/1. Shop assistant hours are 10:30am-6:30pm every day. Some half-day shifts are available.

To apply: Email your resume, cover letter, and availability to Executive Director Ashley Andrews at info@pccr.org. **Deadline is 2/20/18 at midnight EST.** Late applications are not accepted. Early applications appreciated. You will receive a confirmation when we receive your email.

In your cover letter, tell us why you'd like to work with us, and how your skills, experience, and interests fit with our mission. Let us know if you're a Creative Reuse shopper, donor, volunteer, programs go-er, social media follower, or if you're brand new to us. Finally, please answer this very important question in your letter: *What is the last thing you creatively reused?* Photographs of your project are welcome.