

Job Description

Visual Merchandising Associate

Reports to: Cottage Shop Manager

Status: Non-exempt

Do you have a creative flare? Do you know all the latest fashion and home furnishing trends? Are you able to think out of the box and at a fast pace; then the **Visual Merchandising Associate's** position at the Cottage Shop may be the retail environment for you! **The Cottage Shop** is a resale store that provides revenue for The Women's Home and is located in the Heart of Montrose.

The Visual Merchandising Associate is part of a unique team that inspires and motivates co-workers, clients, and volunteers on a daily basis. The Cottage Shop's one of a kind merchandise is donated and ever changing. This involves someone with a creative flare and the ability to think outside the box by presenting the merchandise in both the fashion and home furnishings areas in a visually attention grabbing style, so that the customer can envision themselves wearing the fashions or see their living space furnished with our home goods.

All employees are expected to support the mission of The Women's Home "to help women in crisis regain their self-esteem and dignity, empowering them to return to society as productive, self-sufficient individuals". 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 two professional managers.

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.

Summary: The Visual Merchandising Associate will work with the management team, volunteers and clients on a daily basis. 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. Duties:

- 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. Price merchandise for the sales areas of boutique clothing, furniture, jewelry, assisting the 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. 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 and volunteers.
- 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 boundries.
- E. Ability to lift/transfer heavy objects approximately 50 pounds if necessary.
- F. Must be able to stand for three to four hours at a time.
- G. Basic knowledge of Outlook and MS Office applications.
- H. Belief in the mission of The Women’s Home.