

Operations Manager

Position Description

About Barsema's Closet

Barsema's Closet is a non-profit organization that operates under Northern Illinois University. We provide NIU students with affordable business clothing that they need in order to help advance their professional development. Located in Barsema Hall, the store provides easy access to the clothing that they can pick up on a biweekly basis. Barsema's Closet operates on a donation based business plan. Donations include clothing, supplies, monetary, or time donations. We exist based our mission: *To support students by providing them with affordable and easily accessible business clothing that they need to succeed through their professional development.*

Description of Position

We are looking for a highly organized individual with strong interpersonal skills to manage inventory, aid in our weekly sortings, and support the website development of Barsema's Closet. The Operations Manager will be responsible for creating a system to track our donations, co-run sorting events, and work closely with our advisor to create an online presence for Barsema's Closet.

Responsibilities

- Develop a product management system that results in organization and analysis of our inventory
- Work closely with advisors
- Oversee the weekly sorting process
- Manage intake of donations
- Work collaboratively as a member of management team to reach organizational goals

Qualifications

- Current NIU student (undergrad or graduate)
- Time management skills
- Detail oriented
- Flexibility of schedule
- Extensive knowledge of Microsoft Office Suite
- Collaborative skills

Time Commitment

This position will require an approximate time commitment of 10 hrs/week but shall not exceed 15 hrs/week.