



www.CreativeReuseMarketplace.org

Part-Time Store Manager

APPLICATION PERIOD

Opens: Monday, March 23, 2026

Closes: Sunday, April 12, 2026, or until position is filled

NATURE OF WORK

This is a part time position. In collaboration with the CRM Board of Directors, CRM President, and with support from the Communications and Program Administrator, the Store Manager will work on behalf of the Board to support overall organizational operations. Key focus areas include opening and closing procedures, maintaining organization of the office and marketplace space, basic accounting tasks, volunteer coordination, and community outreach. The Store Manager will also assist with hands on programming as needed. Optional participation in occasional external events may be incorporated based on the candidate's interest and availability.

LEARNING OPPORTUNITIES

- Gain hands on experience in nonprofit operations
- Build and demonstrate skills in organizational management and customer service while developing a personal portfolio
- Exercise creativity while contributing to the growth of the marketplace
- Collaborate on team projects and engage in creative problem solving
- Strengthen skills in organization, communication, and process improvement
- Gain experience in educational program design, facilitation, and evaluation
- Connect with local artists, educators, and nonprofit leaders

ESSENTIAL RESPONSIBILITIES: *Additional duties may be assigned*

- Oversee daily store operations
- Coordinate volunteers and youth workers
- Prepare and manage materials for workshops, classes, external activities, and general supply inventory
- Support community engagement efforts and events
- Assist with intake, sorting, organization, and maintenance of donations and marketplace supplies
- Support merchandising and visual displays throughout the store
- Assist in developing signage for the retail space
- Monitor and report on store performance
- Greet and assist customers, providing support and answering questions as needed
- Promote CRM's mission of Reduce, Reuse, Repurpose, Resell

KNOWLEDGE, SKILLS, AND ABILITIES:

- Reliable transportation to and from the job site is required
- Passion for the arts, education, environmental stewardship, and community engagement
- Interest in nonprofit management and communications
- Strong interpersonal skills with an outgoing, personable, and positive attitude with good humor
- Ability to lead, support, and manage volunteers and team members
- Proficiency in Microsoft Office and familiarity with common social media platforms
- Excellent written, verbal, and interpersonal communication skills
- Committed to completing projects efficiently, swiftly, and with quality
- Strong creative problem solving skills and willingness to ask questions
- Initiative to identify challenges and find solutions
- Ability to work independently and follow-through on tasks
- Strong organizational skills with attention to detail and ability to multi-task
- Flexibility and patience in a dynamic and evolving environment
- Willingness to assist with a variety of tasks, both complex and routine/mental
- Ability to lift up to 50 pounds and perform physical tasks including bending, reaching, and standing for extended periods
- An eye for design, display, and visually appealing spatial arrangement
- Cultural competency and ability to work effectively with diverse populations

EDUCATION REQUIREMENTS:

- High school diploma or equivalent required
- Bachelor's degree or equivalent work experience preferred
- One (1) to two (2) years of supervisory or management experience in relevant industry, or equivalent experience

SALARY:

- 60-Day Probationary Period: Average 12-15 hours/week @ \$16/hr.
- After Probationary Period: Average 12-15 hours/week \$18/hr.

LOCATION:

- 2501 Wabash Ave (@ White Oaks Mall), Springfield, IL 62704

To apply for this position:

- Email your resume and cover letter to CreativeReuseMarketplace@gmail.com
 - In your cover letter please be sure to tell us why you are interested in working for CRM and any particular skills, experience, or interest not mentioned in your resume that may fit with our mission.

GENERAL POLICY: No sexism. No racism. No ableism. No homophobia. No transphobia. No hate. We believe that everyone deserves to be supported, respected, and safe.