

The National Association of the
Catechesis of the Good Shepherd
United States



7655-A Main Street, Scottsdale, AZ 85251
480-874-3759
www.cgsusa.org

Application: www.cgsusa.org/leaven.aspx
Contact: volunteercoordinator@cgsusa.org

Position Title

CGSUSA Volunteer Online Store Manager

Purpose and Impact

Are you a store owner? Worked in sales? Shepherd's Closet is an online resource for unfinished and hard-to-find materials. Your sales and management expertise will help generate thousands of dollars for CGSUSA operations while helping catechists all over the country.

Scope of Work & Project deliverables

Determine product line offerings, pricing, and marketing plans.

Manage inventories.

Maintain web page.

Skills & Attributes

Sales, store management, business background helpful

Ability to think creatively and innovatively

Well organized

Budget management skills

Good communications skills

Ability to work well with volunteers

Timeframe/schedule

Flexible work hours; part-time; we would like to fill the position by January 1, 2016 and envision this to be a 3-6 month project.

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Work Space

Onsite office space is available at the National Office in Scottsdale, or you may wish to work from home and take advantage of occasional Skype meetings or conference calls.

Work Environment

We are a joyful group of colleagues in a casual but professional environment. We are spiritually-oriented, we love celebrations, and we enjoy sharing our mission and vision with visitors through sincere hospitality.

The Volunteer Online Store Manager will work closely with the National Director, staff and volunteers.

Motivators and Benefits

CGSUSA offers many benefits to our volunteers including: national acknowledgement and exposure through our website; local professional development and networking opportunities; participation in diocesan stewardship gatherings; a complementary one-year membership in CGSUSA with a copy of our 2015 publication, Like Leaven; a discount on catechist formation courses; invitations to CGSUSA events and retreats and our annual Thanksgiving volunteer celebration, along with inclusion in regular office celebrations.

Your sales and business skills will increase revenue, but more important, will support catechists around the country who serve the children in atria every week.