Love the arts? Hate landfill? Want your work to make an impact in Philly?

The Resource Exchange is hiring!

We are seeking long term additions to our environmental arts nonprofit who are interested in contributing their values, skills & commitment to our nonprofit’s mission and ongoing development. **No short term/temp/seasonal applicants please**

**Who we are**
The Resource Exchange is Philadelphia’s Center for Creative Reuse. We are a nonprofit reuse shop, gallery, and workshop space, providing inspiration and reclaimed materials for creative and environmentally resourceful making, teaching & living.

**What we do**
We promote the artistic, environmental, and economic benefits of creative reuse.

We save a wide variety of reusable materials from the region’s landfills, and make them accessible to the public at low cost, including:
- art/craft/maker materials
- fabrics/textiles
- building materials/tools
- classroom supplies
- vintage + gently used home goods
- film/theatre props
- unique salvage

We serve as a community hub that connects creativity, sustainability, community and the local economy, with in-store gallery exhibits, local consignment wares, hands-on workshops, and community events.

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**Your Role**

**Title:** Creative Reuse Program Staff

**Hours - Minimum 20 hr/wk (at least one weekend day is required)**

Our Core Responsibilities align with our core mission goals, and are shared in various ways by everyone on staff.

**Core Responsibilities**
- Promoting our nonprofit’s mission, develop new connections, and maintain existing relationships with customers, donors, and artists
- Offering friendly and effective communication and service to customers, donors, and local community at all times
- Evaluating potential material donations for reusability, to ensure that they are appropriate for our organization
- Researching comparable values for reuse retail pricing
- Providing donors, customers, and the general public with our resourcePhilly Map tool of local reuse and recycling options
- Work diligently to save, process, and redistribute an ever increasing volume and variety of reusable materials
- Maintaining warehouse safety and accessibility standards
- Keeping the shop, gallery, donation intake and storage areas impeccably organized at all times adhering to store display and merchandising standards
- Working with volunteers as needed on a wide variety of tasks
- Reuse retailing in the creative reuse warehouse as needed, serving as a pivotal connection with the community

**Qualifications:**
- Commitment to both the environment and the arts is essential
- Strong organizational skills are critical, including detail orientation and accuracy
- Ability to work independently and interdependently
- Sincere interest and ability to engage with customers and donors
- Must be able to frequently lift 50 pounds, and bend, reach, lift, and stand for extended periods
- Familiarity and interest in a wide variety of art, craft, and building materials, tools, and techniques (experience with basic shop/carpentry tools and equipment strongly preferred)
- Valid driver’s license with a clean driving record
- Computer and tablet proficiency
- Ability to work primarily in a warehouse environment, often subject to hot and cold weather conditions comparable to those of an outdoor worker
- Ability to multitask many responsibilities simultaneously
- Able to prioritize tasks and work toward big picture goals

**What we offer**

**Compensation:** Starting pay rate is $15/hr, with potential for increases based on calendar year review

(5) paid holidays for all PT and FT staff

For 30+ hr/wk staff, we offer accruing paid flex time off commensurate with long term commitment
20% Employee Discount (plus first access to all kinds of unique new arrivals!)

The opportunity to join a triple bottom line, mission driven organization where you can do what you stand for

A unique work environment that is both fun and challenging, where you will meet many interesting, creative people

**Qualifications**

Computer proficiency, particularly with spreadsheets

- Strong preference given to candidates with previous work experience in:
  - Reuse retail, thrift, or salvage organizations
  - Volunteer driven nonprofits
- Commitment to both the environment and the arts is essential
- Ideal candidates will excel in a nontraditional, hands-on setting
- Very strong organizational skills are critical, including detail orientation and accuracy
- Ability to work independently and interdependently
- Sincere interest and ability to engage with customers and donors
- Must be able to frequently lift 50 pounds, and bend, reach, lift, and stand for extended periods
- Familiarity and interest in a wide variety of art, craft, and building materials, tools, and techniques (experience with basic shop/carpentry tools and equipment, **strongly preferred**)
- Valid driver’s license with a clean driving record (must be comfortable driving a box truck)
- Ability to work primarily in a warehouse environment, often subject to hot and cold weather conditions comparable to those of an outdoor worker
- Ability to multitask many responsibilities simultaneously, and prioritize tasks that work toward big picture goals

**To Apply**

Please review our current **COVID Protocols**. If you haven’t already, visit The Resource Exchange at 1800 N. American St. in Kensington to see what we do in person!

Send your resume to info@theresourceexchange.org along with a brief cover letter telling us why your particular skills, experience, and interests fit the position and our mission.

*If you’ve already used our reclaimed materials, donated, volunteered, or been to one of our workshops or events - let us know!***

***No calls please***

The Resource Exchange provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, gender identity or expression, sexual orientation, religion, national origin, age, disability, or any other legally protected status. Candidates of all backgrounds, identities, abilities, and lived experience are strongly encouraged to apply.