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.

Your Role

Title: Operations Lead

Hours - Minimum 30 hr/wk (at least one weekend day is required)

Responsible for assisting the Executive Director and Community Impact Coordinator in the creative reuse center’s operations, including reuse retail, material donations, volunteer participation, gallery exhibitions and community events.

Contribute your skills to a small-but-mighty, hardworking, creative crew, doing fulfilling work collaboratively.

Make a real difference in the amount and variety of the materials we save, the donors and customers we serve, and the local artists and creative projects that are enabled.

Work on varied responsibilities and tasks, with opportunities to expand your role with ongoing commitment to the organization.

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

Lead Role and Responsibilities

Along with the core responsibilities, this position carries integral additional roles and offers potential for further expansion into arts and education programming, community and volunteer engagement, impact tracking, marketing and/or outreach.

We are looking for a candidate that is excited to learn with and contribute to all aspects of the organization:
- Assisting the Executive Director and Community Impact Coordinator with all aspects of daily program activity
- Serving as shift lead in the shop, ensuring that there is adequate customer and donor service coverage at all times
- Directing and supervising interns and volunteers, with a strong focus on growing our volunteer programming
- Supervising daily opening and closing procedures, assisting with bookkeeping and reports as needed
- Providing ongoing staff training, support, and feedback
- Directing timely, strategic movement of donated inventory to the retail floor, and ensuring accuracy in pricing research
- Creating and scheduling online inventory listings and social media posts that highlight creative reuse
- Assisting with gallery, onsite, and fundraising event coordination and assisting with related marketing and promotion
**What we offer**

**Compensation:** Initial training pay rate is $15.50/hr. Upon successful completion of 2 month training period, pay rate is $16/hr, with potential for increases based on calendar year review.

(5) paid holidays for all PT and FT staff

For 30+ hr/wk program 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**

- 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
- Computer proficiency, particularly with spreadsheets
- Very strong organizational skills are critical, including detail orientation and accuracy
- 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 work independently and interdependently
- 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.