



There's no better feeling than showing up to work each day knowing you are making a difference in the lives of foster children. If you are energetic, have a positive attitude, and are passionate about helping kids in need, we would love to hear from you.

JOB TITLE: Program Associate, The Bloom Closet

REPORTS TO: Program Manager, The Bloom Closet

REQUIREMENTS:

- Retail clothing store experience a plus.
- Must be detail-oriented with outstanding organizational skills and enthusiasm for neatness.
- Strong work ethic, energetic, and reliable.
- Must be able to pass a variety of background checks, including but not limited to a criminal background check and child abuse registry check.
- Able to lift 50 pounds and work on feet throughout the day.
- Ability to drive Bloom Box Truck for pick-ups and deliveries.
- Must be extremely passionate about helping children, specifically children in foster care in the state of Georgia.

JOB DESCRIPTION:

The Program Associate will provide generalized support in multiple areas of The Bloom Closet program: the Volunteer & Donation Center, The Bloom Closet store and The Bloom Closet Express (BCX) store-on-wheels. This individual will ensure that clothing donations are neatly organized, inventory is replenished and that Bloom's processes and high standards are followed and communicated to volunteers. The Program Associate will also assist in preparations for Bloom Closet Express trips when needed and will accompany the Express team on trips.

PRIMARY RESPONSIBILITIES:

- Provides hands-on assistance to the Volunteer & Donation Center Team when needed to sort, clean, stock, arrange and rotate merchandise.
- Engages with volunteers and donors in a friendly manner and communicates Bloom's mission as needed.
- Assists in hanging and restocking new and donated items in the Closet.
- Leads individuals as well as groups of volunteers in projects.
- Helps prepare for upcoming Express trips including sorting and inventorying BCX merchandise.
- When needed, will accompany the Express Coordinator on BCX trips.
- Has working knowledge and understanding of POS inventory system.

- Assists Program Manager where needed with other special projects.

GENERAL EXPECTATIONS: This is a full-time position (40 hours per week) requiring at least one Saturday per month. Will require an occasional weekday evening.

Click [here](#) to apply. A cover letter and resume are required to be considered for this position.