



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

In 2023, Bloom served over 5,500 foster children in Georgia at The Bloom Closet, a cost-free clothing boutique where children impacted by the foster care system can get the things they need. The Bloom Closet is opening its first satellite location in Rome, GA in 2024, and we are now hiring!

JOB TITLE: Program Coordinator, The Bloom Closet, Rome

REPORTS TO: Director of Operations, The Bloom Closet

REQUIREMENTS:

- 2+ years' experience in a retail store management position preferred and/or equivalent nonprofit community outreach experience.
- Must have keen fashion sense with knowledge of children's clothing sizes.
- Bachelor's or Associate's degree preferred.
- Knowledge of foster care or child welfare system a plus.
- Must be detail-oriented with outstanding organizational skills and enthusiasm for neatness.
- Must be outgoing and professional in appearance with excellent public speaking skills and willingness to speak to the community and stakeholders about Bloom's mission.
- Must have strong leadership qualities with the ability to see the big picture of store operations and lead groups of volunteers.
- Able to work at least one Saturday per month and an occasional weekday evening.
- Must possess a valid Georgia Driver's License with clean driving record.
- Able to lift 40 pounds and work on your feet throughout the day.
- Must be discreet and able to maintain client confidentiality.
- Computer skills including but not limited to Microsoft Word, Excel and Outlook.

JOB DESCRIPTION:

The Program Coordinator oversees operations at The Bloom Closet/Rome to create a visually appealing and inviting store for foster children and their families. The Program Coordinator directs a team of support staff and volunteers who organize new and nearly new donated items using a systematic approach. This position will ensure that children receive individualized attention as they shop in the store and that sufficient inventory such as clothing, diapers, school supplies, toys and toiletries is maintained to meet their physical needs.

GOALS AND OBJECTIVES:

The objective of the Program Coordinator position is not only to oversee operations of the store but also to grow the Rome satellite location by building partnerships and galvanizing the community in the Rome and Floyd County area to meet the program needs of children impacted by the foster care system in Rome and DFCS Region 3.

PRIMARY RESPONSIBILITIES:

- Regularly communicates with the Director of Operations to ensure that Bloom store policies, procedures and the culture of excellence are implemented at the Rome Bloom Closet location.
- Provides hands-on assistance to the Store Associate when needed to sort, clean, stock, arrange and rotate merchandise and assist children and families in the store.
- Maintains friendly and individualized customer service to create a special experience for foster children as they “shop” in the store.
- Creates an inviting, organized and visually appealing store with up-to-date, clean, and attractive clothing.
- Has full knowledge of the POS Inventory Software Management System and uses it to maintain fully stocked inventory levels; communicates inventory shortages to the Director of Operations.
- Leads a team of employees and/or volunteers to carry out the daily plan of action to meet the demands of programs.
- Ensures that all areas of the Store and Donations Staging Area are neatly organized and clean.
- Creates monthly productivity reports regarding incoming donations and client statistics and tracks PQI data for DO for monthly board reports, grants and for PQI meetings.
- Tracks inventory and supplies on a weekly basis and provides regular updates to the DO.
- Is knowledgeable about the process for quality controls for donations and ensures that staff and volunteers are properly trained in procedures.
- In conjunction with the DO, orders new inventory as needed and submits receipts and expense reports per company policy.

- Ensures that special donations or collections are tracked and receive contribution acknowledgements/thank you notes.
- Ensures that donor information is tracked and entered into the CRM database.
- In conjunction with the Bloom Marketing/Development Department, strategizes and implements an annual marketing plan to increase program outreach, volume of donations and volunteer groups.
- Speaks and advocates for the needs of The Bloom Closet in the community on a monthly basis.

GENERAL EXPECTATIONS: This position is a full-time, hourly position (30 hours per week) with occasional evenings and some weekend hours.

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