

MAKE A difference

Help us help people in need in our community.

The Society of St. Vincent de Paul Monroe has an immediate opening for an

INTAKE AND ASSISTANCE COORDINATOR/STORE SUPERVISOR

to help serve area people in need. This is a full time, salaried position.

The person in the IAC position is the first point of contact for our Friends in Need, and serves as the face of our Vincentian services and values. The individual will lead all special works projects for the Society and provide a friendly, supportive, trusting environment, and maintain strict confidentiality. Grant writing experience or the ability to learn how to write grants is necessary. As Store Supervisor the individual will be responsible for supporting the manager in running a profitable thrift store. Secondary responsibilities include day to day store operations.

Candidates should have strong computer skills, effective verbal and written communication skills, and outstanding interpersonal skills. Previous retail experience including customer service, cash handling, staff supervision etc. are pluses. A commitment to the St. Vincent de Paul mission and Vincentian values is essential.

Direct questions regarding the position by visiting our website at www.stvincentmonroe.org or email store@stvincentmonroe.org

Candidates should forward a resume and a letter of application describing qualifications to

store@stvincentmonroe.org

or to:

**Society of St. Vincent de Paul
Att: IAC/Store Supervisor Applicant
PO Box 178
Monroe, WI 53566**