



St. Paul's High School

Crusader Shoppe Store Manager ~ Part-time

St. Paul's High School is an independent, Catholic, grades 9-12 university preparatory school for young men. Founded in 1926, it has operated since 1931 by the English Canada Province of the Society of Jesus, a religious order of priests and brothers, also known as the Jesuits.

Position Description:

The Crusader Shoppe Store Manager will report directly to the Business Manager and work with the Parent Guild, the Admissions Coordinator, Faculty and the Executive Assistant to the President. The Crusader Shoppe Store Manager will:

- Manage all aspects of the Crusader Shoppe.
 - Manage cash flow, inventory levels, revenues, and expenses.
 - Recruit, manage and train volunteers.
 - Select and order new merchandise.
 - Re-order and stock regular merchandise.
 - Conduct regular inventories of product.
 - Organize and manage special events within the store throughout the year tied to school events and seasons.
 - Oversee online sales.
- Attend all mandatory Staff Training and Staff Meetings.
- Other duties as assigned.

The start date for this position is May 2025, or a mutually agreed upon start date.

The position is part-time and will be approximately 20 hours per week (10:00 am – 2:00 pm). The applicant must be available to work on school instructional days plus special events as required.

The hourly salary will be commensurate with the experience of the successful candidate and reflect industry-standards in Manitoba.

Qualifications:

High School graduation or equivalency, combined with specific education and/or experience in retail and small store management.

Knowledge and familiarity with St. Paul's High School would be considered an asset.

Desired Skills:

Strong interpersonal and communication skills with the ability to relate effectively with students, faculty, parents, and community.

Excellent planning and organizational skills, with the ability to manage multiple priorities and work effectively with frequent interruptions.

Experience with Microsoft Office (Outlook, Word & Excel) and Shopify.

Application Process:

Applicants may request reasonable accommodations related to the materials or activities used throughout the selection process. Your cover letter, résumé, and application must clearly demonstrate how you meet the qualifications and skills for this position.

The successful applicant must submit a Criminal Record Check and Child Abuse Registry Check.

Interested candidates are asked to submit a covering letter, resume and a reference list to the Business Manager, Re: Crusader Shoppe Store Manager Competition, 2200 Grant Ave. Winnipeg, Manitoba R3P 0P8. Alternatively, interested candidates may submit their package by email to kkeane@stpauls.mb.ca. Only those candidates selected for an interview will be contacted.

Application Deadline: Open until filled