



# Penn Closet Executive Director

**Job Title:** Executive Director & Board Director // **Division:** Penn Closet

**Job Level:** Executive Leadership // **Reports to:** PSA General Manager

**Supervises:** Associates // **Director Team:** Marketing Director

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## Job Purpose:

Penn Closet is a student-run business operated by Penn Student Agencies. Serving as a thrift store on Penn's campus, Penn Closet offers a way to reduce waste by reselling new or lightly used items that Penn students no longer need. Our business model provides methods for Penn students to put items they no longer need to good use, lower cost options to students on a budget, and opportunities for the Penn community to learn about sustainability. The Penn Closet Executive Director supports Penn Closet by overseeing the daily function and physical condition of the store, training and supervising all Store Associates, creating the shift schedule based on employee availability, coordinating events to educate the campus about sustainability, and collaborating with the Director of Marketing on the marketing initiatives for Penn Closet.

## Duties & Responsibilities:

- Interview, hire and train Store Associates.
- Supervise the work performed by the Store Associates.
- Create the Penn Closet shift schedule.
- Manage Penn Closet's ecommerce – Poshmark sales and its related operations
- Collaborate with the Penn Closet Marketing director on the marketing initiatives for the store.
- Maintain the store manual, and communicate any changes to store procedures or policies to the Store Associates.
- Work shifts at the Penn Closet store.
- Reviews all agency financials and budget with the PSA President, the PSA General Manager and PSA Financial Assistant to identify trends and create models to present to the Board of Directors each month
- Conduct Semesterly Employee Evaluations & Feedback Meetings
- Work closely with the Vice President of Recruiting and the Executive VP of Operations to design and implement recruitment strategies and facilitate efficient onboarding of new employees
- Respond to all communications in a professional and timely manner.
- Check GSuite email daily and follow through with all requested actions.
- Available for other duties as assigned by the PSA General Manager and requested by the Executive Suite of Penn Student Agencies.

## Board of Directors Requirements:

- Attend all Board of Directors Meetings as a representative of the Penn Closet Division
- Execute all voting privileges on behalf of Penn Closet
- Creation of statements recording the perspective of Penn Closet for votings regarding proposals and general decisions requested by the Chair
- All other duties outlined in the Bylaws of Penn Student Agencies
- Execution of all duties and responsibilities requested by the BOD Officers



### Attendance Requirements:

- Board of Director Meetings (Weekly or Monthly)
- Bi-weekly meetings with the PSA General Manager and Co-Directors
- Monthly Cross-Functional Meetings as determined by the Executive Suite
- Monthly Agency Meetings (Determined by employee availability)
- Weekly Director and Management Team Meetings
- All PSA Semesterly GBMs and Community Events

### Preferred Experience & Skills:

- Seeking students who are passionate about sustainability, have a cheery and approachable demeanor, and are able to engage in conversation about sustainability and related issues.
- Individuals who actively educate themselves (to at least a basic level) about waste and the impact of the textiles industry on the planet.
- Must be reliable, organized, responsible, able to delegate tasks, able to act quickly and meet deadlines, responsive to email, and a self-starter who can take initiative.
- Prior experience in second-hand selling platforms and package shipping operations

### Acquired Experience & Skills:

- **Leadership:** developed through guiding the employees and business toward a common goal.
- **Time Management:** gained through learning how to accomplish academic and director responsibilities in a timely and organized manner for the duration of your employment.
- **Fiscal Management:** gained through tracking and building revenue, following a budget, and making responsible spending decisions.
- And many more!

**Salary:** Median Compensation - \$650 monthly. Hourly wages are set depending on experience and determined by the PSA General Manager prior to your start date. Wages and salaries are as dependent on business performance.

**Hours:** 11 -16 hours per week, depending on agency need. You should expect to work an average of 13 hours weekly during a normal operating year.

**Contracted Term:** PSA Director contracts are for one full year, starting in April and ending in April.

Email [recruiting@pennstudentagencies.com](mailto:recruiting@pennstudentagencies.com) with any questions.

**Disclaimer:** Details included on this job description are subject to change prior to the start of your contract.