



Position: BeYOUTiful Boutique Coordinator

Classification: Contractor up to 40 hours – Through February 2022

Location: Hope's Closet

Organization: Hope's Closet

Objective

To coordinate and execute the Hope's Closet special needs BeYoutiful Boutique while keeping focus on The Church of Eleven22 vision of being a movement for all people to discover and deepen a relationship with Jesus Christ.

Key Responsibilities

- Minister of the gospel
- Build serve staff teams for inventory prep and boutique events
- Assist/organize the execution of serve staff recruiting plans for events
- Provide excellent serve staff communication for onboarding, serve dates and training
- Provide excellent communication to dress fitting attendees and their caregivers
- Execute three BeYoutiful Boutique events for the Jacksonville Night to Shine special needs attendees – including set up and tear down for each event
- Assist in the execution of communication plan for the BeYoutiful Boutiques – working with Store Coordinator and Communication Project Manager
- Capture Night to Shine and BeYoutiful Boutique meeting minutes as needed and provide follow up support for store coordinator with action steps
- Obtain gown and accessories inventory needed for boutiques with assortment in all sizes
 - Sort, organize and prep all gowns and accessories for the boutiques
- Onsite Night to Shine and BeYoutiful Boutique point person
- Provide update on project events
- Work with store coordinator in developing strong partnerships with Night to Shine Jax, serve staff and businesses who support and/or donate to BeYoutiful Boutique (i.e. dress boutiques, catering, etc.)
- Execute serve staff appreciation thank you cards/gifts

Education and Experience

- 2-3 years administrative and/or project management experience
- Experience with volunteer teams and building relationships with volunteers required
- Experience in retail environment preferred
- High school diploma required