



**Title: Assistant Production Manager, Clothing**

Are you passionate about clothing, accessories, fabrics, vintage textiles, or the history of fashion? Do you enjoy: thrift shopping, sewing/altering clothing, knitting, quilting or crafting?

WIN (Victoria Women In Need Community Cooperative) is a non-profit social enterprise that runs 4 thrift stores in Victoria and is self funded in providing programs for women in Victoria. Our programs support women along their journey between crisis, self sufficiency and wellness.

If you are someone who wants to make a positive difference in your community, is committed to the environment and reducing waste, is proactive and wants to grow and develop with the organization – then this is the job for you. The successful candidate will become part of a team of strong and dedicated people who work hard, are committed to a shared set of core values and also know how to enjoy their work.

In this hands-on position, you will be responsible for contributing to production goals and operations according to established policies and procedures:

- Assists the Production Manager in creating and pricing clothing orders that are appropriate for the stores,
- Supports the Production Manager to supervise the day to day tasks of the sorting team staff and volunteers, and ensures deadlines are met,
- Supervises the sorting systems to ensure the effective and efficient flow of items from sorting to the pricing area according to established criteria, policies and procedure,
- Maintains open communication with supervisor, other staff and volunteers regarding operational issues,
- Communicates regularly with the Clothing Production Manager to ensure the goals of the clothing department are being met.
- Provides training/orientation to new staff and volunteers when necessary,
- Ensures the appropriate and timely recycling of items that cannot be used,
- Ensures the overall warehouse organization and cleanliness is maintained,
- Supervises all health & safety procedures and policies established by WIN,

Skills and Experience required:

- A passion for and interest in clothing, textiles, and fashion,
- Leadership abilities; able to demonstrate leadership in a team setting, resourceful, positive attitude and is a good communicator,
- Has a strong knowledge of quality standards for second hand items and a keen interest in the value of clothing,
- Knows about and values the work that WIN does in the community,
- Is able to work in a dusty warehouse environment,
- Able to regularly lift up to 25lbs.

Wage: to be determined based on knowledge and experience

Please send your resume by email or drop off your resume at 785 Pandora Avenue, Victoria, BC. We thank you for your interest and only candidates selected for interview will be contacted.