

## **PATHWAY MANAGER**

### **CPC Vision**

At CPC we want to be a people and a church open to how the Gospel moves.

### **Overview**

The Pathway Manager supports Pathway's work in blending faith, hospitality and creativity – inviting all to be open to how the Gospel moves through Bibles and books, thoughtfully curated resources, and meaningful gifts. The Pathway Manager will be successful when the Pathway team is actively embodying a warm and invitational presence within CPC, helping Pathway be a place that points people to Jesus.

### **Primary Responsibilities**

- Contribute to, support, and maintain a hospitable and welcoming atmosphere in Pathway
- Support efforts to have the vision and practices of CPC lived out through Pathway
- Assist with book and gift selection and general store promotions
- Engage with customers to help them find products
- Recruit, train and schedule volunteers
- Support, connect with and work alongside volunteers who serve in Pathway, assigning tasks and facilitating their time in the store
- Point people towards CPC resources, services, and programs when appropriate
- Receive and process inventory, participate in brainstorming and purchasing new inventory when necessary
- Help keep the store presentable and in good condition
- Source vendors, ideate new products, and stay current on relevant merchandise

### **Other Duties**

- Meet regularly with the Director of Creative & Communication for development, encouragement, feedback, and accountability
- Actively participate in and attend Pathway team meetings
- Communicate and work effectively with staff, congregation, visitors, and vendors
- Attend CPC staff meetings and other staff events/retreats as determined by supervisor
- Participate in various CPC programs, including weekend services, special services for holidays (Advent, Palm Sunday, etc.), and other events as directed by supervisor

### **Minimum Requirements**

- Actively pursuing a relationship with Jesus Christ
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- A working knowledge of Scripture and an active prayer life
- Proven customer service skills
- Commitment to regular & reliable attendance for specific shifts
- Ability to work well with volunteers
- Proactive communicator
- Collaborative spirit and team player



- Strong organizational, detail-oriented, and multi-tasking skills
- Confident and consistent self-starter
- An eagerness to learn, teachable and adaptable
- Working knowledge of Microsoft Office & Google Workspace

#### **Preferred Requirements**

- Retail experience
- Shopify experience

#### **Physical Requirements**

- Ability to sit, walk, and/or stand for extended times
- Ability to occasionally lift, carry, and/or move 10-25 pounds
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

**Position Reporting:** Pathway Manager reports to Director of Creative & Communications

**Hours:** This is a part-time, hourly (12-15 hours/week), year-round, non-exempt position. Typical shifts will be Tuesdays 9am-1pm, Wednesdays 9am-1pm and some Sunday hours as needed (store is open on Sundays 9am-1pm).

**Benefits & Compensation:** This position is not benefit-eligible. The pay range is \$18.00-\$22.00 per hour. Pay is determined based on a number of factors such as the individual's experience, skillset, education, and role requirements.

**Application Details:** To apply for the position, please contact us via email at [employment@cpcedina.org](mailto:employment@cpcedina.org). Provide a cover letter and include a current resume outlining your experience and relevant qualifications.

*This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.*