BISHOP DWENGER HIGH SCHOOL

PT Bishop Dwenger Spirit Shop Manager

General Description of Position
Bishop Dwenger High School is seeking a customer-focused, creative, organized, and enthusiastic individual to manage the Bishop Dwenger Spirit Shop. The Spirit Shop Manager will take ownership of the store's daily operations while honoring and promoting Bishop Dwenger's traditions, identity, and school spirit. Responsibilities include merchandise selection and purchasing, inventory management, sales, pricing, displays, online orders, financial recordkeeping, social media, and special-event merchandise. The Manager will work closely with school administration, the Development Director, Communications Coordinator, Athletics, alumni, student organizations, and vendors to create a welcoming and engaging Spirit Shop experience for students, families, faculty, staff, alumni, and visitors. This is a part-time position.

The ideal candidate will have a high school diploma, with an associate or bachelor's degree preferred, and experience in retail, customer service, sales, inventory management, or a related field. The candidate should be positive, creative, dependable, and comfortable using online sales and social media platforms. The ability to work occasional evenings and weekends is required. A commitment to the mission and Catholic identity of Bishop Dwenger is expected.

Qualifications
- High school diploma required; associate or bachelor's degree preferred.
- Experience in retail, customer service, inventory management, sales, or a related field preferred.
- Strong organizational and communication skills.
- Ability to manage multiple responsibilities and work independently.
- Positive, outgoing, and customer-focused personality.
- Strong attention to detail and financial accuracy.
- Ability to work occasional evenings and weekends for major school events.
- Commitment to the mission and Catholic identity of Bishop Dwenger High School.

Start Date: Minimal hours in 2026-2027 school year, shadowing the current manager, to take over as the manager in April/May 2027.

Reports To: Development Director/School Administration

Questions: Email developmentoffice@bishopdwenger.com

Apply At: https://secure7.saashr.com/ta/6168565.careers?ShowJob=621252222

1300 E. Washington Center Road · Fort Wayne, IN 46825
P: 260-496-4700 F: 260-496-4702
www.bishopdwenger.com