



Bible Hub & Bookstore Manager - Full Time

Location: 1025 Rue Saint-Jean, Québec, QC, G1R 1R9

Are you interested in joining our team in this exciting and re-energized adventure providing people access to God's Word? The Canadian Bible Society (CBS) is looking for a dedicated Bookstore Manager at our beautiful Quebec City location with skills and competencies in retail and programming (ministry activities) who will work collaboratively with team members in Quebec and across Canada in support of CBS' purpose to help people hear God speak.

Key responsibilities:

- In close collaboration with the Distribution & Sales Manager and the National Programs staff, develop and implement annual integrated retail and program plans that include;
 - The sale of Christian books, Bibles and products, engaging with and serving the needs of diverse customers and demographics in the geographic catchment area of the Bookstore in Quebec City, and more broadly through online sales;
 - A plan to attract younger generations –with events and activities that create opportunities for people to be exposed to the Bible and Resources, to be encouraged to read the Bible, and to increase their understanding and engagement;
 - Liaison with partners, both for the implementation of CBS' ministry, as well as to serve the partners' needs, by providing information for upcoming events and resources.
- Plan, oversee, and meet or exceed targets in all aspects of the retail component of the Bookstore, by partnering with schools, churches, and others. Utilizing a strong merchandise mix and marketing skills to maximise sales, equipment/applications, operations, number of customers overall, volume of product sold, and other objectives;
- Effective and efficient supply chain management, including negotiation and purchase of product mix, receiving product, pricing, stocking, merchandising and inventory, and efficient collaboration with the warehouse staff;
- Plan, oversee, and implement activities/events and the coordination with partners and customers, as well as outreach interventions to attract and engage with specific demographics who would not normally frequent a "Christian" retail store;
- In close collaboration with National Programs regional staff, identify opportunities and implement Pop-up Bookstores and Consignment Bookstores at events within the geographic catchment area of the Centre;
- Effectively and efficiently manage customer inquiries, orders, complaints, and maintain up-to-date lists of existing / potential customers, local partners, churches,



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and others;

- Proactive collaboration with Scripture Resources and National Programs staff across the country for research, networking, continuous improvement of programs, systems, and procedures, and joint activities (e.g. purchasing, training, social media marketing, events, promotions, etc.) to minimise costs and increase efficiency and outreach where possible;
- Hire, orient, train, motivate, and manage staff with retail, customer service, and program engagement skills and competencies;
- Ensure compliance with all health and safety regulations and best practices for staff, customers, and partners;
- Adjust and update plans as necessary to meet annual objectives;
- Timely and accurate data entry and reporting;

Requirements:

- A demonstrated multi-year successful track record in retail bookstore management or equivalent;
- A college or university certificate or degree, with specialisation in retail/business management, marketing, adult education, youth ministry, discipleship, leadership, or equivalent of any of the above;
- Must be bilingual in French and English.
- Strong financial literacy and accounting skills;
- A demonstrated multi-year track record of designing and implementing Christian programming preferred;
- Comprehensive knowledge of the Bible, Christian books, and merchandise;
- An understanding of, and empathy for, the challenges of local churches, and able to work comfortably and positively with people from a broad spectrum of denominations;
- Understanding of concepts and measurement of ministry return on investment (“evaluation”), and relationship to financial ROI;
- Self-confident while still being humble and authentic;
- Self-motivated, self-starter, proactive, determined, and flexible;
- Resilient and able perform well under adverse conditions;
- Promotes culture of integrity, values driven;
- Decisive and demonstrates good judgment;
- Personable and approachable with a genuine interest in people.

What does the Canadian Bible Society Do?

We are an interdenominational organization partnering with individuals, churches, and organizations who similarly believe that God’s Word changes hearts and lives. Whether in support of Canadian youth who are searching for hope or those



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affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate more than 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

To Apply:

Please **forward your CV along with a cover letter detailing your interest in this position** and the Canadian Bible Society, to humanresources@biblesociety.ca by **July 6, 2021**.

Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.