SAINT BRIGID'S GUILD
Québec City, Québec

GUILD OPERATIONS AGENT

Part-time • 28 hours per week (4 days) • Start date: November 1, 2026

A hands-on role for an organized, adaptable person who enjoys working with people and keeping operations running smoothly.

About Saint Brigid's Guild

Saint Brigid's Guild is a long-standing not-for-profit community organization dedicated to enhancing the well-being and quality of life of residents and users of Saint Brigid's Home and to supporting vulnerable members of the greater Québec City English-speaking community. Fundraising, including the Guild Boutique and sales helps the Guild support activities, resources and projects that further this mission.

The Opportunity

The Guild is seeking a reliable and resourceful Guild Operations Agent to support the day-to-day physical and administrative operations of the Guild Boutique and related fundraising activities. This is a practical, hands-on position requiring initiative, sound judgment, excellent organization and an easy, respectful manner with volunteers and the Guild Board of Directors. The successful candidate will be comfortable working independently while also being an active member of a volunteer-driven team.

Key Responsibilities

- Organize, set up and maintain the physical Guild Boutique so that it is orderly, safe, welcoming and ready for volunteers and customers.
- Move, sort, arrange and store donated merchandise, clothing, bins, bags, displays and supplies as required.
- Support the flow of merchandise to and from the Boutique, sorting/work areas and storage areas.
- Work collaboratively and communicate clearly with Guild volunteers, responding respectfully to day-to-day operational needs.
- Keep the Guild Board of Directors informed of operational issues, needs and situations requiring attention or decisions.
- Anticipate practical needs, solve routine problems independently and adapt calmly when unexpected situations arise.
- Assist with the organization and physical set-up/take-down of Guild sales, special fundraising activities and related events.
- Maintain basic operational records, lists, notices and correspondence using Microsoft Word.
- Assist with website updates using WordPress, where appropriate; prior WordPress knowledge is an asset.

- Help maintain a clean, efficient and safe work environment and perform other related operational duties as requested by the Guild Board.

What We Are Looking For

- Highly organized, dependable, autonomous and able to establish priorities without close supervision.
- Adaptable and resourceful, with good practical judgment and a willingness to respond to changing situations.
- Strong interpersonal and communication skills; comfortable working closely with volunteers and a volunteer Board of Directors.
- Respectful, trustworthy and collaborative, with an appreciation for a community and volunteer-based environment.
- Able to safely perform the physical requirements of the position, including prolonged standing, repeated bending/reaching, and lifting, carrying and moving bags, bins, merchandise and Boutique equipment.
- Bilingual in English and French, with the ability to communicate effectively with volunteers, Board members, community partners and the public in both languages.
- Proficient with Microsoft Word and comfortable using computers for routine administrative tasks.
- Knowledge of WordPress is considered an asset.
- Experience in retail operations, community organizations, volunteer environments, inventory/merchandise organization or event set-up would be an asset.

Position Details

Position	Guild Operations Agent
Schedule	28 hours per week over 4 days; daytime schedule to be established with the Guild
Start date	November 1, 2026
Location	Saint Brigid's Guild / Guild Boutique, Québec City
Reports to	Saint Brigid's Guild Board of Directors

How to Apply

Please submit a résumé and a brief letter explaining your interest in the position and the experience you would bring to the Guild.

Application email / contact: nskokos@jhpartners.net

Application deadline: Friday, October 23, 2026

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.