

Career Gear Greater Houston is a non-profit organization that services Harris & Fort Bend Counties. Career Gear is a workforce support service agency that serves economically-disadvantaged, job-seeking male clients through their last piece of the job search – to be job-ready and dressed in confidence for their upcoming job interview or job fair.

Stylist Assistant Requirements

- merchandising or retail experience (preferred)
- interest in Men's Dress, attire sizing and styling
- attention to detail and understanding of proper professional attire fit
- perform internet research for projects and events as needed
- High School diploma or GED equivalent required
- Some college level courses in business, office skills, or professionalism (preferred)

Stylist Assistant Primary Functions

- assist the Lead Stylist in coordination of professional attire clients
- coordination of the services floor Merchandise Coordinator
- label, hang and prepare donations for the suiting facility upon down time
- assist the Merchandise Coordinator with distribution of merchandise
- minor tailoring abilities with hem tape functions
- educate clients on the proper care of their garments
- pack out all client items selected by Lead Stylist

Stylist Assistant Expectations

- know the CGH story and history of the mission, vision and goals of organization
- maintain clean and orderly facilities, specifically the service floor area
- be punctual, on time to serve clients
- be willing to work in other office areas such as merchandising and data entry if needed
- ability to lift at least 10 lbs
- flexibility to meet 2 Saturday suiting days and special suiting program needs
- strong communication (verbal and written) and customer service skills are required
- ability to follow procedures in difficult situations
- ability to communicate directly with clients what is appropriate
- be able to teach clients to tie a tie if need be

Current Work Schedule

Suiting Days: Tuesday, Wednesday, Thursday, and the 2nd Saturday of the month
9:30am to 3:30pm

Clients Appointments are taken at 10:00am, 11:00 am, 1:00pm and 2:00pm on Tuesday, Wednesday, Thursday and the second Saturday of the month.

Merchandising Days: Saturdays as needed, 1 per quarter minimum

Compensation

- based on experience level
- hourly compensation starting at \$8 per hour

Qualified candidates should send a cover letter explaining their intent and resume along with at least three references to the attention of the Executive Director, Jamay Fishback.

Email to: Jamay@careergearhouston.org

Subject Line: Employment Opportunity: Stylist Assistant

For additional information regarding Career Gear Greater Houston, please visit our web site at www.careergearhouston.org and our corporate web site at www.careergear.org