

## **Posting Information**

**Position Title:** Image and Logistics Manager      **Position Type:** Full-Time Employment  
**Position Location:** Dawsonville/Alpharetta, GA      **Position Pay:** \$50,000 - 60,000 DOE  
**Hiring Manager:** Chris Yadon | [hr@yuniquefoundation.org](mailto:hr@yuniquefoundation.org) | 385.345.4556

## **Mission**

We inspire hope in women who were sexually abused as children or adolescents by providing healing services through retreats, survivor communities, and online resources.

We empower parents and caregivers to protect children from sexual abuse through education and online resources.

We make it safe to openly discuss sexual abuse through community dialogue and social awareness.

## **Qualifications**

We are seeking an Image and Logistics Manager to provide logistics and image services leadership. This includes set-up and take-down for retreat, retreat programs, maintenance coordination, leadership of the makeover experience for retreat participants, and collaboration with other teams on creative projects.

### *Educational/Professional Requirements*

- Bachelor's Degree or equivalent work experience

### *Experience Requirements*

- Detail oriented
- Strong organizational skills
- Photography experience is a plus
- Hair and make-up experience is a plus

## **Responsibilities**

- Provide Managerial support for all logistics and image staff.
- Management of the house used for retreat.
- Maintain and distribute retreat schedules, updates, and guidelines.
- Ensure adherence to property owner's provisions.
- Ensure a checklist of duties to be completed at each retreat.
- Ensure timely set-up and take-down for each retreat.
- Maintain necessary supplies for retreat.
- Collaborate with intake and clinical teams on changes that affect retreat.
- Create and maintain expectations, processes, and policies for makeover experience.
- Train staff on makeover experience and photography process and objectives.
- Ensure timely execution of makeover experience at the retreat.
- Ensure photo edits are completed in the specified time frame.
- Maintain adequate supplies for makeover process.
- Adjust makeover experience as needed, to be scalable for future growth.
- Collaborate with creative teams on projects, as needed.
- Assist with hair, make-up, and photography for other projects for the foundation, as needed.
- Maintain a list of contractors used for various retreat services; massage, entertainment, etc.
- Ensure confirmation of scheduled services prior to retreat.

- Communicate with home owner/property managers on items such as repairs, snow removal, etc.