



Missing In America Project

www.miap.us

3/22/20

JOB DESCRIPTION

MIAP STORE MANAGER

The main responsibility of the store manager is to maintain and operate the on line store. Ordering and stocking all merchandise at a place of his/her choosing. Maintain a stock of shipping containers and labels, etc.

All income of the store received via the internet will be deposited in a PayPal account and linked to a National checking account to be determined by the National officer in charge of the bank accounts,

The store manager will answer to the national officers and the board of directors and will submit a report when one is requested.

All payments with the exception of those for daily operation of the store (mailing packages, etc) will be submitted to the National Director for approval before purchase is made.

Any change in the merchandise line should be discussed with the National Director or designate.