

**AMERICAN RIVER NATURAL HISTORY ASSOCIATION and EFFIE YEAW NATURE CENTER**

**Job Description: Discovery Store Coordinator**

<b>Rate: \$18.00 per hour</b>	<b>Last Date Modified: 6/1/2022</b>
<b>Exempt/Non-exempt: Non-Exempt</b>	<b>Full Time / Part Time / Seasonal: Part Time</b>
<b>Schedule: Weekdays, Weekends, Holidays</b>	<b>Minimum Hours: 20</b>
<b>Department: Administration</b>	<b>Supervisor Title: Administrative Manager</b>

**Job Summary:**

The Discovery Store Coordinator reports to the Administrative Manager and is responsible for the day-to-day operation and administrative work of the EYNC Discovery Store, including but not limited to ordering and storing merchandise, promoting and marketing merchandise in partnership with our sales outlets, conducting monthly inventory, creating merchandise displays and forecasting sales and managing of the wholesale book program, including wholesale book marketing expansion efforts. This position is also responsible for management and oversight of the Front Desk/Reception team in coordination with the Volunteer Program Manager, answering incoming phone calls, welcoming visitors, and responding to the questions from visitors and the public. Schedule to include at least one weekend shift per week.

**Job Duties:** *Duties may include but are not limited to:*

- Oversees daily operation of the Discovery Store and general oversight of EYNC lobby
- Meets, greets and assists public in selecting gifts and other merchandise
- Supervises and trains Staff and Volunteers (and assists the Education Program Manager, Volunteer Program Manager and Administrative Manager) working at the Front Desk in operating the cash register and assisting guests
- Organizes plans for the display and presentation of merchandise with consideration to established marketing plan and for effective support of sales; changes displays regularly with a consideration to buying audience and season; works closely with Staff in selecting, stocking and displaying merchandise; updates in-store digital and physical displays on a regular basis and assists the Marketing and Communications Coordinator in development of social media marketing plans and promotions
- Plans marketing and sales promotions in cooperation with Marketing Staff members for daily sales, events, programs, and direct mail and/or on-line orders.
- Trains and supervises cashiering and receipting the sale of merchandise by cash and charge transactions and performs such duties as required
- Maintains sales records and makes daily reports for the Administrative Manager
- Conducts monthly inventory of merchandise and stock, extends and prices inventory for use in preparation of the monthly operating statement
- Serves as buyer, meeting with vendors and product representatives to select marketable goods and gifts appropriate to the potential buying audience, season of the year and recognized customer demand
- Serves as liaison to off-site sales partners (Wild Birds Unlimited, Crocker Art Museum, etc.) to ensure partner orders are filled in a timely manner
- Maintains product quality levels in conformity with EYNC's image and audience served
- Assists with the recruitment, training and support of Discovery Store Volunteers

- Works with Education Programs Manager (NOD), Volunteer Programs Manager (Volunteer Receptionists) and Administrative Manager to supervise and coordinate the work of assigned Staff and Volunteers; Assists the planning of Staff and Volunteer work schedules according to projected business levels, staffing needs and seasonal fluctuations
- Other duties as assigned.

**Job Skills and Experience:**

- Three years' experience in retail; or any equivalent combination of training and experience in a retail environment, including knowledge of Point of Sale systems and financial management systems, including common payment terminals
- Knowledge of merchandising techniques, store display and sales methodologies
- Knowledge of retail management, promotion and marketing methods
- Knowledge of merchandise buying procedures and product market values
- Knowledge of administrative procedures, personnel management and supervisory techniques
- Ability to supervise the work of others
- Ability to speak and write effectively
- Ability to work with the public, Volunteers and Staff in a pleasant and effective manner
- Ability to prepare comprehensive reports
- Ability to explain policies and procedures
- Present a neat and professional appearance
- Knowledge of online payment platforms including Paybee, Paypal etc.
- Knowledge of QuickBooks Point of Sale, is preferred

**Education/Certification:**

- Some college-level coursework required, supplemented by courses in merchandising and business administration.

**Job Requirements:**

- Ability to work weekdays and occasional evenings, weekends and holidays, as assigned
- Possession of a valid first-aid/CPR Certificate within the first six months of employment
- Possession of a valid California Driver's License and access to reliable transportation
- Ability to lift 25 pounds
- Ability to work in close proximity to wild animals
- Ability to work in an outdoor environment with adverse weather conditions (heat, cold, wind, rain) etc.
- Ability to stand and sit for hours at a time
- Ability to work in a busy, open office environment with various disruptions
- Moderate to advanced experience with Microsoft suite of software and digital email communications
- Moderate to advanced experience with social medial platforms including Facebook, Twitter, Instagram and Tiktok

To Apply: Send your resume and cover letter to [KimberlyR@sacnaturecenter.net](mailto:KimberlyR@sacnaturecenter.net)