



## POSITION DESCRIPTION

**Job Title:** Sales Associate 2

**Department:** Naturalist Shop

**Supervisor:** Shop Manager

**FLSA Status:** Nonexempt

**Standard Hours:** 15 hrs per week plus additional seasonal hours

### Position Summary

The Shop Sales Associate helps operate the ANS Naturalist Shop at a profit to support the mission of the Audubon Naturalist Society. The position adds value through superior customer service and promotion of ANS's mission.

### Essential Duties and Responsibilities

- With Shop Manager, develop and implement merchandising strategies, including window and in-store displays, presenting inventory in an organized and appealing way, ensuring shelves are well-stocked and labeled, and spotlighting promotional items
- With Shop Manager and Communications Team, develop and implement marketing, promotional, and loyalty strategies
- Supervise, train, and support volunteers on duty in the shop
- Assist with special events, including gift shows, sidewalk sales, and author talks
- Greet and welcome visitors; offer assistance and information
- Assist customers with sales, including cashier shifts
- Inform the public about the mission and activities of the organization and promote and sell organizational membership
- Collect customer information
- Help receive, restock, and manage inventory
- Open and close the store; this is a key-holder position
- Other duties as assigned

### Qualifications/Requirements

- Interest in nature, education and conservation
- Friendly, proactive, reliable, professional, enthusiastic, and creative
- Good communication skills
- High school diploma, GED, or equivalent experience
- Retail experience preferred

### Physical Requirements

- Must be able to lift up to 50 lbs.
- Must be able to go up and down stairs frequently

- Able to climb ladders
- Willingness to work alone for extended periods of time during non-peak work days
- Availability to work store schedule as needed, including evenings, weekends, and holidays

To apply, email a letter of interest and resume to [bookshop@anshome.org](mailto:bookshop@anshome.org) by November 5, 2018.