



**Audubon Society  
of Rhode Island**

## **JOB ANNOUNCEMENT**

Position: **Gift Shop Coordinator**

Full-Time: 35 hours a week (5 days/9:00am-5:00pm)

Start date: ASAP. Resumes will be accepted until July 6, 2019

**Overview:** The *Gift Shop Coordinator* is the welcoming face of the Audubon Society of Rhode Island Nature Center and Aquarium in Bristol, RI. This is a full-time benefited position that assists visitors and members to the Center, manages gift shop inventory, conducts sales (admission, retail, and membership), field questions, and handles daily administrative tasks. The position requires working weekends and some Monday Holidays.

### **Job Duties:**

- Assist visitors with sales of admissions, membership, retail items, and programs. Maintain Nature Shop inventory, purchasing, merchandising displays, and back stock. Operate point of sale register and manage back-end – sales report, ticketing, discounts, etc. Securely handle assigned monies.
- Conduct opening and closing procedures.
- Serve as reception contact for Center by fielding questions and calls from members and the general public in person and by phone.
- Assist guests with program registrations.
- Track retail sales and attendance.
- Assist with special events as scheduled
- Develop online retail store
- May supervise volunteers and other part-time sales associates.
- Other duties as assigned by supervisor.

### **Qualifications**

- Experience in retail sales and with point-of-sale software
- Experience in customer service and working with the general public
- Ability to multi-task, prioritize, and manage time
- Clear and friendly communication skills
- MS Office computer skills
- Requires some retail experience such as sales, merchandising, customer service, inventory control.
- Willingness to work in team environment as well as independently.

- Work environment requires some physical exertion and/or some standing; must be able and willing to lift 35 pounds.
- Knowledge of Natural History is a plus
- Requires a flexible schedule with weekend availability.

Please send cover letter and résumé to:

Anne M. DiMonti, Director  
Audubon Society of Rhode Island  
Nature Center and Aquarium  
1401 Hope Street  
Bristol, RI 02809  
[adimonti@asri.org](mailto:adimonti@asri.org)

**Audubon Society of Rhode Island is an Equal Opportunity Employer**