



Audubon Society  
of Rhode Island

## JOB ANNOUNCEMENT

Position: **Gift Shop Sales Associate (part-time)**

Full-Time: 21-26 hours a week (3-4 days/9:00am-5:00pm)

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

**Overview:** The *Gift Shop Sales Associate* position is a part-time position working at Audubon Society of Rhode Island Nature Center and Aquarium in Bristol, Rhode Island. The Sales Associate is responsible for day-to-day gift shop activities which include sales, merchandising, customer relations, shop upkeep, admissions and visitor services. This position is supervised by the Director of the Center, takes direction from the Gift Shop Coordinator and works closely with other staff, volunteers and interns.

### Job Duties:

- Attend to gift shop customers, answer questions, and make sales.
- Follow proper procedure to open and close out cash register at start and end of shift.
- Maintain inventory and keep stock in shop attractive and appropriately labeled for sale.
- Take admissions and provide guidance to visitors.
- Act as receptionist, direct and answer calls.
- Help with special events as scheduled.
- Other duties as assigned by supervisor.

### Qualifications:

- Requires some retail experience such as sales, merchandising, customer service, inventory control.
- Experience in customer service and working with the general public
- Proven communication skills
- MS Office computer skills
- Ability to multi-task while keeping a positive attitude
- 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 and some Monday Holidays

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**