



Connecting People with Nature

Audubon Society of Rhode Island

JOB ANNOUNCEMENT

Position: **Nature Shop Coordinator**

Part-Time: 26-28 hours a week/9:00am-5:00pm (must be available Sundays)

Start date: April 2022

Overview: The *Nature Shop Coordinator* is the welcoming face of the Audubon Society of Rhode Island Nature Center and Aquarium in Bristol, RI. This is a part-time position that assists visitors and members to the Center, manages nature shop inventory, conducts sales, fields questions and handles daily administrative tasks. The position requires working Sundays 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 and make bank deposits.
- Conduct opening and closing procedures.
- Serve as reception contact for Audubon 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
- Manage online retail store
- May supervise volunteers and other part-time sales associates.
- Other duties as assigned by supervisor.

Qualifications

- Requires retail experience such as sales, merchandising, customer service, inventory control 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
- 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.
- On-line retail experience a plus.
- Knowledge of natural history is a plus.
- Requires a flexible schedule with weekend availability.

Please send cover letter and résumé by March 8, 2022 to:

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

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