Job Title: Nature Shop Co-Coordinator
Employee Summary: Regular, Part-time, Non-exempt
Reports to: Finance & Operations Director

About The Nature Shop:
The Nature Shop is the public face of Seattle Audubon and for many people it is the first contact with the organization and its work. The Nature Shop is a retail store, community resource and hub for bird- and nature-related merchandise and information. During the coronavirus pandemic, operations are currently limited to contactless pickup of merchandise and fulfillment of online orders six days a week. The Nature Shop requires two staff to continue to provide essential funding through its profits for the activities and programs of Seattle Audubon. Seattle Audubon operates with an organization-wide lens of equity, inclusion, and broad engagement. People of color, women, LGBTQIA+, and other applicants from historically underrepresented groups are encouraged to apply.

Position Summary
The goals of the Nature Shop are to maximize the revenue for the General Fund in support of the programs and activities of the Seattle Audubon, nurture, and provide a positive and effective point-of-entry to Seattle Audubon for its members and the public, support the programs and activities of Seattle Audubon, while providing consistent conservation-based messaging.

The Nature Shop Co-Coordinators will complete this work in an environmentally sound manner, with concern and respect for others, and within the by-laws, stated goals and policies of Seattle Audubon. The Nature Shop Co-Coordinators will work collaboratively to complete their work and meet the objectives as agreed upon in regular meetings with the Finance & Operations Director. The Finance & Operations Director, in accordance with the timeline stated in the personnel policies, will also review the Nature Shop Co-Coordinators’ performance. The expectation is that the Nature Shop will achieve profit goals set in cooperation with Seattle Audubon leadership.

This position is based at Seattle Audubon’s offices and Nature Shop in Northeast Seattle, in a highly collaborative work environment. Weekend work will be required.

Job Description
The Nature Shop Co-Coordinators are responsible for the merchandise operation, profitability, and inventory control of the Seattle Audubon Nature Shop, online store, and seed depot. As well as coordinating with all Seattle Audubon programs whose activities involve The Nature Shop.

The responsibilities of the Nature Shop Co-Coordinators include, but are not limited to:

Merchandise
• Selecting, pricing, displaying, and storing items as well as negotiating with suppliers to be offered for sale in accordance with the Nature Shop’s Product Policy
• Placing and recording purchase orders, and maintaining receiving records, items cost and item turnover rates
• Checking supplier invoices for accuracy and approving them for payment
• Being the primary seller of merchandise
• Documenting transfers of merchandise to and from other Seattle Audubon activities
• Oversee maintenance of the online store and fulfillment of online sales
• Taking and costing an annual physical inventory the last Sunday in June.

Nature Shop Related
• Maintain the point-of-sale system regarding its operation for customer and inventory data
• Advertising and otherwise publicizing and marketing The Nature Shop and Seattle Audubon merchandise sales programs in concert with the Seattle Audubon communications team
• Working with the Member Services Assistant to maintain integrity and accuracy of membership data
• Maintain email marketing program, in coordination with the Community Engagement Manager

Organization Related
• Lending ideas to the Finance & Operations Director for physical improvements of the Nature Shop and its environs
• Assist in facilitating programs and activities in front end management of all rental items, including education kits, Field Trips, Classes, Membership, and Fundraising
• Coordinate with program managers and committees whose activities rely on or utilize The Nature Shop to service their programs
• Coordinate communications and marketing initiatives and use of tools with program managers and committees
• Assure that The Nature Shop participates fully in achievement of the Strategic Plan
• Participating in staff meetings and activities
• Coordinate with the Equity & Justice Committee and apply learning, best practices, and resources to all aspects of The Nature Shop.

Requirements
• Exemplary customer service
• Ability to communicate effectively with and create a welcoming space for people of all backgrounds and lived experiences
• Commitment to understanding and eradicating structural racial inequity
• Demonstrated ability to work in a highly collaborative team-based environment and communicate across all levels of an organization
• Familiarity with Windows-based computer operating systems and Microsoft Office applications
• Experience with point-of-sale software and content-management systems; Lightspeed and Salesforce highly prized
• Retail experience, knowledge and appreciation of birds and nature
• Time management skills, conflict, and stress management savvy, grace under pressure
• Must be able to regularly lift 60 pounds, climb stairs, and spend considerable time standing
• Positive attitude, integrity, and a sense of humor.
Seattle Audubon seeks two individuals who are skilled communicators with positive energy to provide inspired and effective support to Seattle Audubon and its Nature Shop customers. The expected salary range for this .6 FTE (24 hours per week) position is between $17-21 per hour per person, commensurate with experience. Sick, Personal Time Off, and benefits (health, dental, and vision pro-rated to .5; retirement after one year of service) are included. **Target start date is Sept. 1.**

**Equal Employment Opportunity Employer**
It is the policy of Seattle Audubon to administer advertising, selection, employment, compensation, promotion, training, layoff, recall, and benefits at all levels without regard to race, sex, gender identity, color, creed, national origin, age, political affiliation, marital status, sexual orientation, physical abilities, protected veteran status, mental or sensory disability, or any other basis prohibited by law. Seattle Audubon strictly prohibits any sexual, racial or other forms of discrimination prohibited by law.

**How to apply**
Qualified applicants should submit a cover letter and a resume as one (1) combined electronic PDF file to jobs@seattleaudubon.org. Please state “Nature Shop Coordinator” in the subject line. Paper submissions may be mailed or dropped off at 8050 35th Ave. N.E., Seattle, WA 98115. Attention: Russ. No phone calls please.