



Project Shoppe Retail Coordinator - Job Description

Purpose: To oversee Project Shoppe and work to increase Shoppe presence in the community.

KEY RESPONSIBILITIES:

- Develop business strategies to raise our customers' pool, expand store traffic and optimize profitability.
- Maintain outstanding store condition and ensure Project Shoppe is fully stocked, clean and inviting to guests, create window displays and move product throughout the store on a regular basis to create continual customer interest.
- Research new products and local vendors that match VP's mission of clean eating, kitchen, garden or seasonal items.
- Cultivate vendor relationships.
- Update and maintain Square POS and online items with current and new inventory.
- Work with finance to maintain accurate inventory, costs and vendor information in Square and reorder items when inventory is low.
- Ensure Project Shoppe is adequately staffed; training all volunteers on Square and store policies.
- Work directly with the Culinary Director in regard to food items sold in the Shoppe. Ensuring that labeling, freshness and inventory are adequate.

QUALIFICATIONS

- Understanding of and passion for Village Project Mission, Vision and Ideals
- Creative and ability to think outside the box
- Comfort in working with volunteers of all ages
- Retail and Square experience a plus

LEADERSHIP SKILLS

- Equip, empower and encourage volunteers of all ages
- Excellent communication skills
- Direct, positive and constructive feedback when addressing conflict
- Self-starter and ability to think on your feet

TIME REQUIREMENTS: Paid position - 16 hours per week (Wednesday & Thursday 3 pm -6 pm; Friday & Saturday 10 am-3pm)

- Attend staff meetings
- Assist with special events

REPORTING RELATIONSHIP: Reports to the Executive Operations Director who will conduct reviews and goal setting.

Salary commensurate with experience. EOE. Send cover letter and resume to mlavecchia@ourvillageproject.com