



Job Opening: Retail Sales Associate

Job open: 6/8/2021

Job close: open until filled; applications reviewed on a rolling basis

Reports to: Executive Director or Retail Operations Manager

Status: Hourly, part-time (16 -32 hrs/week)

This is us:

The Central Coast State Parks Association is a 501(c)(3) non-profit organization which promotes public awareness and stewardship of our local state parks' natural resources and cultural heritage. As a cooperative association with California State Parks, we support interpretation, education, and volunteer activities in our parks. Funds raised from retail sales, fundraisers, and donations go directly to support these efforts.

This is what we need:

CCSPA is seeking a part-time Retail Sales Associate to provide excellent customer service at our retail operations in up to 5 locations. The ideal candidate will be creative, detail-oriented, tech-savvy, and have excellent interpersonal skills. You must be capable of effectively communicating with people of all ages and backgrounds, and highly motivated to find ways of increasing the profitability of our retail stores.

This is the job:

- Available and willing to work in our fast-paced retail locations within the Central Coast State Parks. Must be willing to travel to all locations as needed
- Provide excellent customer service as well as accurate information to park patrons
- Participate in State Park training to keep up to date and be able to provide accurate information to visitors
- Assist with receiving inventory and tagging merchandise
- Create attractive displays and merchandising
- Provide accurate daily cash handling, drawer reconciliation and reporting
- Assist with other CCSPA activities and events as needed

Schedule

Must be available to work 9:00am - 5:30pm (8 Hour shifts) Weekends, Holidays and/or Weekdays

This should describe you:

- Excellent retail skills
- Commitment to personal integrity
- Positive attitude, humility, open to viewing mistakes as learning opportunities
- Have good written and verbal communication skills
- Well organized, have attention to detail, and follow-through
- Can work independently as well as in a team environment
- Have emotional intelligence and good interpersonal skills
- Ability to work with people with diverse backgrounds and perspectives
- Aside from general competence with computers, online communication, Microsoft Word & Excel, and G Suite apps, must also be familiar and/or willing to learn the Square Point of Sale system
- Ability to travel to all five locations as needed. A reliable vehicle is a must.

It would be great if this also described you:

- You have a love for the Central Coast and our local State Parks
- You have experience with nonprofit organizations
- You have an innate appreciation for our natural world.

Compensation: Starting at \$15.50/hourly (non-exempt)

PTO:

- Up to 12 paid sick days annually
- Up to 5 paid vacation days annually (accrual begins after 90 days of employment)

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We encourage applicants who can contribute to the diversity of our organization.

To apply: Send cover letter and resume to ed@centralcoastparks.org. Phone calls not accepted. Resumes will be reviewed on a rolling basis. Job open until filled.