



POSITION DESCRIPTION

Position Title: Retail Coordinator
Status: Hourly (Part-time)

Organization Overview:

The Library of Virginia Foundation was founded in 1984 to advocate for and provide public and private support of the Library of Virginia and its mission. A significant bequest from Annabelle Cox McAllister provided the funds to establish the Foundation, which is a private 501(c)(3) organization that receives grants, bequests, and donations from individuals, corporations, foundations and other organizations in support of the Library. The Library of Virginia Foundation is dedicated to promoting cultural and historical literacy throughout the commonwealth. The Foundation reaches out to both adults and children in bringing to life Virginia's culture and history through enjoyable and interactive reading, writing, and arts programs; exhibitions; and publications.

Position summary:

The Retail Coordinator will help manage daily operations at The Virginia Shop, while maintaining a superior level of customer service for our patrons and guests. The individual in this position will assist in designing shop displays, brainstorming marketing ideas for the shop, and supporting the promotion of Virginia authors and artists. This position will alternate in location between the Virginia State Capitol and the Library of Virginia. The Foundation is seeking an individual who is comfortable interacting with the public, local patrons, and government officials. This position may also be asked to assist with small shop events, such as book talks or artist features.

Core duties and responsibilities:

- Provide customer service in both stores, on the phone, and online
- Processing, packing and monitoring online orders
- Handle cash and close out employees
- Aid in management of volunteers and work study students
- After-hours special event and off-site sales help
- Monitor movement of items to predict re-orders
- Other potential duties as assigned

Experience and Qualifications:

We are looking for an individual who has at least two years of experience working in a customer service position (paid or volunteer) or other experience working with the public. This individual must have a basic working knowledge of Microsoft Office and be comfortable working with point of sale technology. Additionally, the candidate must be willing to work a flexible schedule and have excellent communication skills (both written and oral). Experience with a cultural organization such as a library, school, or museum a plus.



Additional comments:

The Retail Coordinator of the Virginia Shops will work a varied schedule tied to events and programs hosted by the Library of Virginia. Work schedule will include evening and weekend hours as dictated by the program and event calendar.

Hiring Range: \$13-15 per hour

To apply:

Please send cover letter, resume and three professional references to shop@thevirginiashop.org. Attn: Hiring Manager. No phone calls please.