

GIFT STORE MANAGER

Location: Monterey Bay National Marine Sanctuary Exploration Center, Santa Cruz, CA
Supervisor: Sanctuary Exploration Center Manager
Status: Part-Time/Non-Exempt position

WHAT WE NEED

The National Marine Sanctuary Foundation is seeking a part-time Gift Store Manager to manage the Sanctuary Exploration Center Gift & Bookstore. This is a 20 hour per week position with hours falling on Wednesday-Friday and Saturday or Sunday. Additionally, this position may have the opportunity to add 4-8 hours per week to coordinate facility rentals at Monterey Bay National Marine Sanctuary's Exploration Center. The goals of the Sanctuary Exploration Center are to educate visitors about the sanctuary's unique and fascinating coastal marine environment and to encourage stewardship of the sanctuary and a better understanding of how to responsibly enjoy and protect the ocean.

Monterey Bay National Marine Sanctuary (MBNMS) is one of the nation's largest marine protected areas encompassing more than 6,000 square miles of central California coastal waters containing a rich array of habitats and marine life. The Sanctuary program provides protection of these natural resources through research and education to foster public understanding and stewardship of this nationally significant marine area. MBNMS opened a state-of-the-art Exploration Center in 2012 to educate and outreach to the local community and visitors to the Santa Cruz area.

The National Marine Sanctuary Foundation is a non-profit (501)(c)(3)), non-governmental organization managed and controlled independently of the Office of National Marine Sanctuaries and Monterey Bay National Marine Sanctuary. The foundation's purpose includes increasing national and international awareness and protection of and support of the Office of National Marine Sanctuaries, developing a constituency to support the Office of National Marine Sanctuaries, educating the public and decision makers about the value of sanctuaries and supporting sanctuary related education, outreach and research through the creation of actual and virtual visitor experiences.

The National Marine Sanctuary Foundation is committed to a culture of inclusion, equity, and belonging. We are dedicated to attracting and retaining a diverse staff. We honor experiences, perspectives, and unique identities, and welcome the contributions that you can bring to the dedicated team. With a diverse team of employees, we can grow and learn better together and achieve our mission to protect the health of the ocean, coasts and Great Lakes for current and future generations.

WHAT YOU'LL DO

The Gift Store Manager will work with the Sanctuary Exploration Center Manager to administer and maintain the retail operations of the Gift and Bookstore.

This includes:

1. Store inventory

- Product Research- identify appropriate merchandise to meet the mission of the MBNMS/Exploration Center- educational and environmentally sustainable products.
- Order/Purchase all inventory- maintain appropriate amounts of inventory depending on sales volume and season
- Merchandise all display areas - pricing and labeling products and product presentation
- Receive and track all incoming inventory and returns

2. Administration

- Maintain a vendor database and manage new vendor accounts
- Track and record all vendor invoices
- Submit vendor invoices to CMSF for payment
- Maintain and work with Square Point of Sales computer system
- Receive and respond to phone calls and emails

3. Accounting and Reporting

- Provide sales reports generated from Square-up (Squareup.com)
- Fill in reporting templates based on end of day sales and deposits
- Maintain and account for daily sales record
- Generate weekly and biweekly sales records for the CMSF using Microsoft Excel
- Record and make cash deposits

4. Gift Store Volunteer Coordination.

- Assist with training gift store volunteers
- Educate gift store volunteers on new products and pricing
- Oversee volunteers who work in the gift shop

5. Facility and Event Rentals

- Schedule, facilitate and be the point of contact for center rentals and events
- Work with SEC manager to ensure there is adequate staffing of events
- Update facility rental and event forms as needed
- Maintain partnerships with hotels and other businesses referring rentals to the Center

WHO YOU ARE

- High school diploma or equivalent required. Bachelor's degree or Associates degree preferred
- Minimum of one (1) year retail management/supervisory experience and/or two-four (2-4) years retail store experience preferred, preferably from boutique store/outlet.
- Good knowledge of retail and merchandising trends with a focus on quality, marketing and presentation
- Experience with cash retail operations
- Ordering and inventory experience necessary
- Supervisory, leadership, management and coaching skills
- Good communication skills both written and verbal
- Ability to communicate on various levels including management, customer and associate levels
- Knowledge of financial, budgetary, accounting and computational practices
- Proficient computer skills to include; various computer programs, Microsoft Office programs, database entry, e-mail, and the Internet
- Ability to work days, evenings, weekends, and holidays.

WHY YOU WILL LOVE US

Successful applicants will be provided a workstation at Monterey Bay National Marine Sanctuary's Exploration Center in Santa Cruz, CA, and will have access to a computer, telephone, copier, and fax machine.

HOW TO APPLY

Apply for Gift Store Manager using the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=0200bf98-02fd-4fdc-b6c6-b084bfbd8d58&cclid=19000101_000001&jobId=428899&lang=en_US&source=CC4

The National Marine Sanctuary Foundation is an "at will" employer, which means any employment relationship is entered into with the understanding the Employee may resign at any time and the Employer may discharge the employee at any time, with or without cause. The foundation abides by all Federal and CA State employment laws.

The National Marine Sanctuary Foundation is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This commitment applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.