Job Title: Retail Coordinator  
Part-Time Position: 25-30 hours, weekend hours occasionally  
Pay Rate: $15 - $17 per hour based on experience  
Supervisor: Nik McPherson, Guest Services Manager  
Hiring Manager: Micaela Balzer, Director of Innovation & Learning

Position Duties:
- Coordinates and processes store merchandise including checking stock in, pricing, storing, and merchandising.
- Leads and maintains a clean, stocked, and secure store and storage area.
- Maintains a high level of customer service in Guest Services and retail areas.
- Follows all cash handling procedures correctly and accurately.
- Leads and supports the year-end physical inventory count for the store, coordinating staff and volunteers who are assigned to help.
- Works with accounting personnel to identify issues with packing slips.
- Responsible for the broken inventory process according to policy.

Position Requirements:
- Retail experience preferred.
- Skill in using a cash register, credit card terminal, 10-key adding machine, and computer with Windows-based software (word processing and spreadsheets) is required.
- Must be able to understand and follow merchandise-purchasing guidelines.
- Ability to communicate effectively and professionally in individual and group settings and work with people of all ages.
- Ability to prioritize multiple, overlapping tasks while maintaining a pleasant, guest-focused attitude.
- Skill in using a computer with Windows-based software.
- Must be able to perform physical activities for extended periods.

To Apply:
Please send a cover letter and resume to Nik McPherson at mcpherson@impression5.org

Notice:
A criminal background check is performed for all individuals who are employed or volunteer at Impression 5 Science Center. Unsatisfactory results of the background check will disqualify applicants from further consideration.

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