



TOGETHER FOR NATURE



## NOW HIRING Nature Store Clerk

Application Deadline: September 22, 2019

**Job Title:** Nature Store Clerk

**Department:** Nature Store

**Reports to:** Nature Store Manager

**Classification:** Non-exempt; part-time  
(16 hours per week)

**Salary range:** \$16 - \$17.50 an hour, non  
benefited position

**Benefits Include:**

- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics
- Opportunity to work in one of the most beautiful forests in Oregon

We recognize that in order to serve diverse communities we must also have that diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

### About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are located in a 150-acre wildlife sanctuary in Forest Park, just minutes from downtown Portland.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. Portland Audubon's Director of Education is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at [audubonportland.org/about](http://audubonportland.org/about).

## Position Summary

Portland Audubon's Nature Store is a thriving educational and commercial enterprise: annually engaging a majority of the more than 40,000 visitors to our Nature Center and sanctuaries per year, generating over \$650,000 in sales annually, and providing a suite of high quality products for birding and nature enthusiasts of all ages, backgrounds, and abilities.

The Nature Store maintains a dual bottom line: serving, educating, and inspiring visitors while generating revenue to support conservation. The Nature Store is our primary welcoming location for visitors of all ages, is largely volunteer-empowered, and is a trusted resource for information on nature, birds, hiking in our Sanctuaries, and is the best provider of birding optics in Oregon. The Nature Store is the first place that visitors and members go to learn about Portland Audubon's facilities and wildlife sanctuaries. The Nature Store Clerk works with other staff, namely the Nature Store Manager and the Nature Store Buyers, and volunteers to provide excellent customer service, natural history information, offer visitors an outstanding experience, and ultimately assist in day to day operations.

## Essential Duties & Responsibilities

- Creating a welcoming atmosphere for Portland Audubon Sanctuary visitors; ensuring that information is available and offered (questions answered, handouts provided); making customer sales in a friendly and expedient manner.
- Providing friendly and accurate information on the telephone; using the phone as a sales, membership and education tool; referring calls to other departments or agencies as appropriate.
- Supporting membership by providing visitors with membership information, checking membership status, and renewing memberships/enrolling new members.
- Receiving purchase orders; counting, pricing and shelving merchandise.
- Monitoring the appearance of shelves; stocking, cleaning and straightening as needed.
- Keeping Nature Store Buyer apprised of sales trends and low-stock situations
- Performing opening and closing duties, including cashiering duties and off-site bank deposits if working alone in the store.
- Other duties as assigned by the Nature Store Manager and Buyer.

## Preferred Skills & Experience

- Familiarity with PC computers and point-of-sale systems.
- Previous customer service or retail experience preferred.
- Cash handling experience preferred
- Ability and desire to learn about natural history, ecology and birding, as well as products carried in the nature store.
- Ability to multitask in a busy store environment while maintaining composure and excellent customer service.
- Strong interpersonal skills, including an ability to connect and engage with diverse groups of people.
- Strong verbal and written communication skills

## Work Environment and Requirements

The work environment and requirements described below are essential to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the necessary functions.

- Will sometimes be required to work without supervision.
- Occasional work after-hours. Must be willing to work a flexible schedule; weekends required.
- Engage in regular communication in-person as well as through electronic means.
- Routinely use computers, laptops, phones, and A/V equipment like projectors.
- Occasionally lift and/or move up to 40 pounds.
- Frequent bending, climbing stairs/step ladders, and standing for 8 hours.
- Ability to work in a multi-functional setting with a variety of open and closed office spaces.

## Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>.

More information can be found at <http://audubonportland.org>.

## How to Apply

Please email your cover letter, resume, and completed employment application\* to [jobs@audubonportland.org](mailto:jobs@audubonportland.org) with subject: "Nature Store Clerk"

\*Employment application available at [www.audubonportland.org/about/jobs](http://www.audubonportland.org/about/jobs)

### EMAIL SUBMISSIONS PREFERRED

Submission via US Postal Service to: Keia Booker, Human Relations and Equity Manager  
ATTN: Backyard Habitat Program Manager, 5151 NW Cornell Road Portland, OR 97210



## Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

Portland Audubon has nearly completed two years of a five-year strategic plan. A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff. Applicants of color, immigrants, and other underserved persons are encouraged to apply.

Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals; and empowering staff to make positive changes in their environment and in Portland Audubon's culture.

Portland Audubon does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; or mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.

This position is expected to serve diverse audiences and help advance Portland Audubon's diversity strategies. More background on our diversity efforts can be found at <http://audubonportland.org/about>