NOW HIRING
Nature Store Sales Clerk

Application Deadline: March 25th, 2022

Job Title: Nature Store Sales Clerk
Department: Development
Reports to: Nature Store Manager
Classification: Non-exempt, Part-time (20 hours per week), includes benefits
Salary: $17.00 per hour

Benefits Include:
- Medical insurance: 100% payment of premiums for medical and dental insurance, for employees only
- Competitive leave benefits including vacation, sick, and family leave
- 401(k) 3% match plus annual fixed amount contribution
- 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

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 172-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 Nature Store Sales Clerk 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.

The Nature Store is a thriving local business, generating nearly three-quarter million dollars in sales annually, carrying a suite of products designed for birding and nature enthusiasts of all ages, abilities, and backgrounds. The Nature Store is the first place that visitors and members go to learn about Portland Audubon’s facilities and nature sanctuaries. The Nature Store is dedicated to providing a welcoming space to anyone who walks in, and aims to carry products that inspire all visitors to see themselves loving nature. The Nature Store also works closely with local artists, authors, and crafters to carry a variety of goods made in Portland and the Pacific Northwest.
Position Summary

The Nature Store Sales Clerk assists the Store Manager, other staff, and volunteers in day-to-day store operations: working with our volunteer clerks to welcome visitors, members and volunteers, provide excellent sales assistance and customer service, natural history information, and offer the public an outstanding Audubon experience. The Nature Store Sales Clerk has a passion for Portland Audubon’s mission of inspiring people to love and protect nature and works as part of a dedicated team to assure the store’s success and growth.

Essential Duties & Responsibilities

CUSTOMER SERVICE:
- Creating a welcoming atmosphere for customers, ensuring that information is available and offered, and making customer sales in a friendly and expedient manner.
- Completing sales transactions, providing product information to customers to assist and encourage their purchasing.
- Providing information about Portland Audubon, programs & sanctuary and natural history information on the telephone and in person, referring inquiries to other departments or agencies as appropriate.
- Providing customers with membership information, encouraging their support.

STOCKING/MERCHANDISING:
- Receiving purchase orders, counting, pricing and shelving merchandise.
- Creating merchandise displays, assisting with signage.
- Monitoring the appearance of the store; cleaning and straightening as needed.

PURCHASING/MERCHANDISING:
- Performing cashiering duties accurately.
- Processing and packing outgoing shipments.
- Training and supervising volunteer sales clerks.
- Performing opening/close-out duties and preparing bank deposits.
- Other duties as assigned by the Nature Store Manager.

Preferred Skills & Experience

Studies have shown that women and minorities often don’t apply for positions where they don’t meet all of the preferred skills and experience. We recognize that there are many different paths, experiences, and less traditional backgrounds that add value to one’s work, and encourage applicants to apply even if they do not have all of the preferred skills.

- Some previous retail or customer service experience.
- Interest in and some knowledge of Pacific Northwest natural history.
- Record of working toward racial equity, diversity, and an inclusive culture within an organization.
- Recognition of the history of inequity and racism in the environmental movement.
- Proficiency in another language in addition to English.
- Demonstrated familiarity with PC-based computers and Microsoft Office Suite.
- Point-of-sale system experience preferred.
- Energetic and detail-oriented.
- Excellent communication skills.
- Ability to perform a variety of tasks while maintaining a friendly composure in a sometimes hectic environment.
Special Considerations/Restrictions of the Position

- Must be able to work a flexible schedule, including possible weekends and evening hours during events.
- The position can be a physically demanding job. Ability to lift up to 40lbs, move product up and down stairs, and stand for long periods.
- Occasionally work at off-site events.

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 audubonportland.org/about.

How to Apply

ONLINE SUBMISSIONS PREFERRED

Apply online at https://portlandaudubon.bamboohr.com/jobs/

To submit via US Postal Service:
Please send your resume, cover letter and the application found on our website to:

Human Resources
Portland Audubon
REF: Nature Store Sales Clerk
5151 NW Cornell Road
Portland, OR 97210

APPLICATION DEADLINE: On or before midnight on March 25, 2022
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 four 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.

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