NOW HIRING
Nature Store Buyer

Application Deadline: October 31, 2022

Job Title: Nature Store Buyer  
Department: Development 
Reports to: Nature Store Manager 
Classification: Non-exempt, Full-time  
Salary: $19.00 - $21.00 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

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 Buyer 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.

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.
Position Summary

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

Essential Duties & Responsibilities

CUSTOMER SERVICE:
• Creating a welcoming atmosphere for customers, and ensuring that information is available and offered, and completing customer sales transactions in a friendly and expedient manner.
• Providing product information to customers to assist and encourage their purchasing.
• Providing information about Portland Audubon’s programs and activities, sanctuary, and natural history information on the telephone, by email, and in person, as well as referring inquiries to other departments or agencies as appropriate.
• Providing customers with membership information and encouraging their support.
• Responding to customer inquiries, requests, and orders via email and phone, and completing online store sales.

CLERICAL/SUPERVISORY:
• Performing cashiering duties accurately.
• Processing and packing outgoing shipments.
• Training and supervising volunteer sales clerks.
• Performing closeout duties and preparing bank deposits.
• Assisting with newsletters and other communications to customers and members.
• Other duties as assigned by the Nature Store Manager.

PURCHASING/MERCHANDISING:
• Purchasing product, merchandise sourcing, and inventory control.
• Receiving purchase orders, counting, pricing and shelving merchandise.
• Creating merchandise displays, assisting with signage, advertising copy, and web store maintenance.
• Periodically attending local and out of state gift and book shows.
• Monitoring the appearance of the store; cleaning and straightening as needed.
• Keeping Nature Store Manager apprised of sales trends and low-stock situations.

DIVERSITY, EQUITY & INCLUSION (DEI) PRACTICE:
Work with Nature Store Manager and staff to enforce outreach measures, DEI practice, and mission communication through:
• Working with other staff on education and collaboration in support of Portland Audubon’s strategic plan goals.
• Buying from and working with BIPOC vendors and other under-represented businesses.
• Educating volunteers in Nature Store around best practice in DEI and anti-racist behaviours and actions

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.

• Retail experience including purchasing, marketing and merchandise display.
• Thorough knowledge of PC-based computers, Microsoft Windows, Word, and Excel.
• Point-of-sale system knowledge.
• High-quality customer service skills and excellent written and verbal communication skills.
• An interest in learning about wildlife and natural history of the Pacific Northwest.
• Understanding of the history of inequity and racism in the environmental movement.
• Experience and commitment working toward racial equity, diversity, and an inclusive culture within an organization.
• Second language abilities (Spanish, Mandarin, Vietnamese, Somalian) preferred. Native speakers preferred.
• Ability to perform a variety of tasks while maintaining a friendly composure in a busy, fast-paced retail environment.
Working Conditions

- Must be able to work a flexible schedule, including weekend and evening hours during events.
- Occasional travel and work at off-site events.
- This position can be a physically demanding job. Requires standing on your feet for long periods, and the ability to lift and/or move up to 40 lbs.

Cultural Competencies

Portland Audubon is committed to maintaining an anti-racist organizational culture. We are committed to training all staff on cultural competency and diversity, equity, and inclusion. We see staff with a high degree of cultural competency or lived experience working with communities of color, people who are disabled, and people from all socioeconomic backgrounds, as vital for all positions in our organization. We seek staff with comfort and curiosity in engaging in conversations around issues of identity, belonging, and systemic oppression. Must be able to work a flexible schedule, including weekend and evening hours during events.

- Creates an environment that acknowledges, encourages, and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.

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.

How to Apply

ONLINE SUBMISSIONS PREFERRED:
Apply online at https://portlandaudubon.bamboohr.com/jobs/

Deadline: On or before Monday October 31st, 2022 at midnight.

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 Buyer
5151 NW Cornell Road
Portland, OR 97210

Questions? Contact us at jobs@audubonportland.org

Interview Dates: First Round: Monday November 7th, 2022
Second Round: Monday November 14th, 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 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.

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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.

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