CLASSIFICATION: Full-Time, Year-Round Salaried (40+ hours/week)

LOCATION: 386 Main Street, Rockland, Maine

POSITION SUMMARY
The Island Institute seeks qualified candidates for the position of Product Coordinator for Archipelago, the Island Institute’s retail store and fine arts gallery. As a part of the Archipelago team, the Product Coordinator is responsible for: maintaining product inventory through receivings, pricing, checkouts, inventory adjustments, and the yearly inventory count; processing and fulfilling web orders; maintaining and updating the Archipelago website as needed; providing regular reports regarding inventory stock; book ordering and other ordering as needed; overseeing and maintaining back stock inventory; and processing outside wholesale orders for Island Institute publications. The Product Coordinator also supports retail staff and occasionally works on the floor in a customer service capacity.

QUALIFICATIONS
- High school diploma or equivalent required; undergraduate degree preferred
- A high level of proficiency with computers; familiarity with inventory management a plus
- Strong skills in customer service and creating a positive sales environment
- Experience in a retail, customer service, or sales environment
- Excellent communication skills and high level of customer service orientation
- High energy level, patience, initiative, honesty, and the ability to multitask when job is demanding
- Must be able to remain on one’s feet for long periods of time and lift up to 30 pounds
- Must be able to work on weekends and holidays

ESSENTIAL FUNCTIONS
- **Receivings**: Prepare products for the floor by receiving, pricing and gridding items, and printing tags; facilitate any vendor paperwork to Finance; and prepare boxes for the basement for recycling.
- **Inventory Adjustments**: Process vendor checkouts; return to vendor adjustments, or other inventory adjustments as needed; and prepare check requests for consignment vendors as needed.
- **Annual Inventory Count**: Prepare products for annual inventory count, participate in the count, and handle all follow-up.
- **Sales Floor**: Maintain adequate coverage on the sales floor; fill in for lunches, and work at least one weekend day, or as determined by the Retail Manager. The Product Coordinator should be able to complete all duties associated with Customer Service Associate on the register as well as act as the “manager on duty” when the Retail Manager and Director are not in the building.
- **Web Orders**: Process and mail web orders; close VEND web register; fulfill the Island Institute’s Merchant Amazon account orders.
• **Archipelago Website:** Update or add new items, photos, and descriptions to the website as needed, and other tasks as determined by the Director.
• **Ordering:** Reorder based upon requests and/or regular reports (This is the primary position for re-ordering books).
• **Island Institute Wholesale Ordering:** Fulfill wholesale orders for Island Institute publications in collaboration with the Media Team.
• **Computer Support:** Serve as a staff support person for troubleshooting Point of Sale system (POS) and other computer issues, and train new staff on POS.
• **Social Media Support:** Update Instagram with photos and information about new products received or new vendors, etc.
• **Reporting:** Run and process monthly consignment report for the Finance team as well as other reports as needed.
• **Events:** Work, sometimes as the point person, for a minimum of two Art Walks/First Fridays, and support staff for the yearly Artists & Makers Conference.
• **Other duties as assigned.**

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the duties of this job, the employee is required to sit, enter data using computer keyboard and mouse, stand, walk, bend over occasionally, and move about the office space as well as between building floors. There is no requirement to lift and/or move weights of more than 30 pounds.

- **Work environment:** This position requires a daily presence at the Island Institute headquarters building in Rockland. The noise level in the work environment is usually minimal.

The Archipelago Product Coordinator position is a full-time, year-round salaried position starting immediately, with a competitive salary range of $35,000 to $40,000 plus benefits.

There is no application deadline, but preference will be given to candidates whose materials are received by July 24, 2020. Only electronic applications will be accepted.

To apply, please use this link: [https://islandinstitute.bamboohr.com/jobs/view.php?id=60](https://islandinstitute.bamboohr.com/jobs/view.php?id=60)

*Based in Rockland, Maine, the Island Institute is a nonprofit organization and an equal opportunity "at-will" employer committed to providing equal employment opportunities based upon an individual's ability and qualifications. We do not discriminate against people on the basis of race, citizenship, ancestry, color, religion, sex, sexual orientation, national origin, age, mental or physical disability.*

*For more information about the Island Institute and our work along the Maine coast, please visit [www.islandinstitute.org](http://www.islandinstitute.org).*