

VOLUNTEER

INVENTORY-RETAIL MANAGER

Oversee all areas of Planting Roots' office supplies and retail management. On a quarterly basis, they will inventory and re-stock office supplies. Using social media to share about our products with our target audience, they will also be responsible for maintaining an up-to-date and accurate stock of promotional products, along with packaging and mailing items.

Serving with -

The Inventory-Retail Manager will be a staff member, and part of the Marketing Team.

The Inventory-Retail Manager will report to the Marketing Coordinator, a senior staff member, who in turn reports to the Director.

Time Commitment (Estimated)

Inventory: Approx. 4-6 hours per quarter. Retail: Approx. 1-3 hours a week.

Expected length of service: 2+ years

Financial Commitment (Estimated)

None.

Details

Using their personal computer from home, the Inventory-Retail Manager will track office supplies usage and orders. Once a quarter, they will conduct a visual inventory of office supplies and retail products with a second person to verify the count. The Inventory-Retail Manager will use social media outlets and on-site events to promote retail sales which meet customer demand and which are supported by a lean supply chain. Once a week, check the ministry's local post office box for mail. The Inventory-Retail will offer quality products for maximum engagement with our target audience, filling requests and mailing products within one week of notification.

Qualifications and Skills

Basic willingness and ability to create a simple inventory system, using their home computer. Interest and ability in promoting ministry products and services. Ability to drive to/from the local post office box on a weekly basis. The ability to work with other staff and board members in order to establish best practices in these areas. Additionally, they are expected to maintain a growing relationship with Jesus Christ and follow His leading in this ministry to reach other military wives and active duty women.