

Planting Roots Retail Coordinator Job description

Retail Coordinator

Reports To

The Retail Coordinator will report to the Director of Marketing.

Job Overview

The Retail Coordinator will work with the Director of Marketing manage all areas of retail. She will coordinate the purchasing, selling and shipping of all retail merchandise via an online platform, as well as keeping abreast of trends in retail. The Retail Coordinator will work closely with other marketing team members for design and promotion of retail products.

Responsibilities and Duties

A. General Responsibilities

1. Attend monthly Marketing team meetings, reporting hours logged, resources produced, and funding needs and used.
2. Support vision and mission of Planting Roots.
3. Assist with fundraising both for personal expenses related to Planting Roots and for the larger Organization.
4. As directed by the Director of Marketing, provides advice and assistance to cross-team collaboration in support of Planting Roots mission and goals.

B. Job-specific Responsibilities,

1. Functions as the Point of Contact and Manager for our online store platform, including selecting products for sale in the store, creating new product designs in conjunction with the graphic designer and appropriate Planting Root Teams, uploading new designs, and managing all communications with the store platform.
2. Provide Monthly reports of all sales to the Marketing Director for the Marketing Teams monthly team report
3. Track product sales and retail trends to make recommendations for product inclusion or exclusion.
4. Research, produce, order and track any external inventory that PR provides for sale through our online platform. Communicate with Director of Marketing regarding reordering of inventory.
5. Maintain accurate records of costs and income and expense of the online store, providing sales reports and coordinating deposit of funds with the Finance Manager.
6. Will work with the Event Team to order products for event-specific retail spaces, recruit people to assist with sales, stocking and collection of funds.

Qualifications

- Time Commitment: 10-40 hours per month, averaging approximately twenty hours, minimum three-year commitment.

- Financial Commitment: Attend Conferences and Staff Advance as able.
- Faith: Must be a Christian military woman with a growing walk with the Lord.
- Experience: Preferred minimum of two years of experience in technical aspects of retail ordering, marketing or similar. Familiarity with online social media and website platforms a plus. Ability to plan, organize, and communicate with those inside and outside the organization. Works well with a team, especially in a remote capacity.