

**Mennonite Life  
JOB DESCRIPTION**

**TITLE: Retail Specialist**

**FULL TIME EQUIVALENT: .60 FTE**

**REPORTS TO: Executive Director**

**SUMMARY: Administratively manages retail offerings across our campuses, with in-store tasks complemented by other team members. Provides visual merchandising, purchasing, inventory management, and reporting services to meet our mission, customer expectations, and a positive bottom line.**

<b>ORGANIZATIONAL EXPECTATIONS:</b>	
1.	Supports the mission, vision, and core values of Mennonite Life
2.	Respects the dignity and diversity of all persons
3.	Values being part of a team and collaborating
4.	Embraces an openness to change
5.	Thinks strategically but attends to details
6.	Enjoys interacting with people as a major aspect of work
7.	Communicates proactively and in manner that fosters respect for one another
<b>REQUIRED QUALIFICATIONS:</b>	
1.	High school degree or equivalent required
2.	Retail experience required; retail experience in museum store preferred
3.	Familiarity with Mennonite and Amish faith, culture, and heritage required, with particular emphasis on Lancaster Anabaptists and interrelated communities
4.	Organized and attentive to detail, while also able to work efficiently
5.	Strong computer skills and willingness to work with electronic inventory management/point of sale software
6.	Successfully pass all required child safety certifications
<b>ESSENTIAL DUTIES/RESPONSIBILITIES:</b>	
1.	Contribute to the mission by managing three retail spaces located on two campuses for sustained positive financial results.
2.	Make strategic decisions about product mix at each retail location in conversation with Executive Director, site Administrators, and from evidence-based data.
3.	Purchase, price, and manage inventory; strategically delegating tasks to available team members or volunteers.
4.	Bring knowledge of up-to-date visual merchandising trends and apply as appropriate
5.	Maximize our retail offerings within existing building and structural restraints
6.	Provide excellent internal and external customer service – supporting customer-facing staff and collaborating with the overall team
7.	Provide regular reporting on financial and sales performance
8.	Collaborate with Storyteller: Digital & Communications for online retail strategy & execution
<b>PHYSICAL REQUIREMENTS:</b>	
1.	Capable of walking, standing, bending, moderate lifting (40 lbs), full use of both hands.