

**Lancaster Mennonite Historical Society
JOB DESCRIPTION**

TITLE: Used Books Manager (60% FTE)

JOB CLASSIFICATION: Non-Exempt, Hourly

REPORTS TO: Executive Director

SUMMARY: Manage our used book sales business lines: Bookworm Frolic, Used & Rare Book Auctions, online used book sales (currently through Amazon), and in-store used book sales.

ORGANIZATIONAL EXPECTATIONS:

1.	Supports the mission, vision, and guiding values of the Mennonite Life.
2.	Respects the dignity, honor, and diversity of all persons.
3.	Functions as a positive, collaborative team member
4.	Demonstrates flexibility and openness to adapting to change.
5.	Ability to think strategically and see the big picture as well as carefully attend to details.
6.	Friendly interpersonal skills with a focus on internal and external customer service.
7.	Ability to communicate in a professional manner on the phone, online, and in person.
8.	Excellent computer and technology skills

REQUIRED QUALIFICATIONS:

1.	Bachelor's degree, or demonstrated equivalent relevant experience
2.	General familiarity with Lancaster Mennonites' history and culture as well as awareness of related Anabaptist groups
1.	Physical Requirements: Capable of walking and standing, moderate lifting (50 lbs), full use of both hands, frequent bending.

ESSENTIAL DUTIES/RESPONSIBILITIES:

USED BOOKS MANAGER:

1.	Create a business plan for and manage the business units within our Used Books Program: book auction, online sales, in-store sales, special event sales (primarily Bookworm Frolic)
2.	Train and supervise volunteers to perform the majority of hands-on tasks, including training volunteers for significant decision-making within parameters.
3.	Make use of appropriate technology within each business unit, for example, using ISBN scanners as the first step in processing donated books to easily determine a book's online market value.
4.	Research and stay up-to-date on valuations of sought-after rare and used books related to Mennonite history, culture, and adjacent topics of interest to our customers.
5.	Research and pursue best practices in each business unit, incorporating this information into a standard operating procedures manual.

6.	Identify and track performance measures, and evaluate effectiveness of each business unit on a six-month basis.
7.	Maintain boxes of used books in a standard and organized way, ensuring any placed in the Community Room upon receipt are moved to a suitable processing location within one week, or sooner as the room may be needed for other functions.
8.	As a major fundraiser and keystone event with high visibility, oversee year-round preparation for the Bookworm Frolic, and work to right-size it relative to invested effort and best bottom line.
OPERATIONS SUPPORT:	
1.	Due to the nature of a small team, at times you will be called on to assist with special events or basic tasks. You will also be cross-trained on the Collections building front desk and will provide assistance with covering the Customer Care person's lunch breaks.
SKILLS:	
1.	Computer Skills – Strong proficiency in Microsoft Office Suite and Google applications; preferred strength in navigating and using internet-based software
2.	Language – Ability to speak, read, and write English.

May 2022