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Monterey Bay National Marine Sanctuary GIFT AND BOOKSTORE MANAGER/FACILITY RENTAL COORDINATOR

I. INTRODUCTION

a. Background

Monterey Bay National Marine Sanctuary (MBNMS) is one of the nation's largest marine protected areas and encompasses more than 6,000 square miles of central California coastal waters containing a rich array of habitats and marine life. The Sanctuary program provides protection of these natural resources through research and education to foster public understanding and stewardship of this nationally significant marine area. MBNMS opened the state-of-the-art Exploration Center in 2012 to educate and reach out to the local community and visitors to the Santa Cruz area.

The California Marine Sanctuary Foundation (CMSF) was founded in 1995 to enhance the understanding and protection of the Monterey Bay National Marine Sanctuary, and other coastal and ocean resources of California. This is a term-employment position through the California Marine Sanctuary Foundation, on assignment to the Monterey Bay National Marine Sanctuary.

b. Objectives

The California Marine Sanctuary Foundation is seeking a part-time Gift and Bookstore Manager/Facility Rental Coordinator to manage the Tail of the Whale Gift & Bookstore and coordinate private facility rentals at Monterey Bay National Marine Sanctuary's Exploration Center. This is a 24-28 hour per week position with Wednesday-Friday and Sunday workdays.

Compensation - \$17-\$20 per hour based on experience.

II. STATEMENT OF WORK

The Gift and Bookstore Manager/Facility Rental Coordinator will work with the Sanctuary Exploration Center manager to administer and maintain the retail operations of the Gift and Bookstore, and to coordinate private rentals of the facility. This includes:

1. Store inventory

- Product Research- identify appropriate merchandise to meet the mission of the MBNMS/Exploration Center- educational and environmentally sustainable products.
- Order/Purchase all inventory- maintain appropriate amounts of inventory depending on sales volume and season
- Merchandise all display areas - pricing and labeling products and product presentation
- Receive and track all incoming inventory and returns
- Conduct regular store inventories of retail items

2. Administration

- Maintain a vendor database and manage new vendor accounts
- Track and record all vendor invoices
- Submit vendor invoices to CMSF for payment
- Maintain and work with Square Point of Sales computer system
- Receive and respond to phone calls and emails

3. Accounting and Reporting

- Provide sales reports generated from Square-up (Squareup.com)
- Fill in reporting templates based on end of day sales and deposits
- Maintain and account for daily sales record
- Generate weekly and biweekly sales records for the CMSF using Microsoft Excel
- Record and make cash deposits

4. Gift Store Volunteer Coordination.

- Assist with training gift store volunteers
- Educate gift store volunteers on new products and pricing
- Oversee volunteers who work in the gift shop

5. Facility and event Rentals

- Schedule, facilitate and be the point of contact for center rentals and events
- Work with SEC manager to ensure there is adequate staffing of events
- Update facility rental and event forms as needed
- Maintain partnerships with hotels and other businesses referring rentals to the Center

III. REQUIRED KNOWLEDGE AND EXPERIENCE

The Gift and Bookstore Manager/Facility Rental Coordinator is required to meet the following minimum standards for Knowledge and Experience:

1. Strong interpersonal skills and enjoys working with the public.
2. Demonstrated experience and knowledge of merchandising techniques, store display, and sales.
3. Experience in buying and working with a variety of vendors.
4. Understanding of basic accounting practices.
5. Strong proficiency in Microsoft Excel for sales accounting and inventory tracking. Experience using Apple platforms is a plus.
6. Experience preparing clear and organized reports.
7. Strong verbal and written skills.

IV. OTHER PROVISIONS

The Gift and Bookstore Manager/Facility Rental Coordinator will be provided a workstation at Monterey Bay National Marine Sanctuary's Exploration Center in Santa Cruz, CA, and will have access to a computer, telephone, copier, and fax machine.

California Marine Sanctuary Foundation is an "at will" employer.

Please send a cover letter, resume and three professional references to explorationcenter@noaa.gov and indicate Gift and Bookstore Manager/Facility Rental Coordinator in the subject line.

Electronic submissions are preferred in pdf or word format.

You may also fax the application to 831-421-9992.

No phone calls please.

Deadline to apply is April 30th

CMSF is an equal opportunity employer.