

## Retail Sales Associate



**ABOUT US:** Ventures is a Seattle-based nonprofit that empowers aspiring entrepreneurs with limited resources and unlimited potential to improve their lives through small business ownership. We provide access to business training, capital, coaching and hands-on learning opportunities for entrepreneurs. We serve those in our community for whom traditional business development services are out of reach, with a focus on women, people of color, immigrants, and individuals with low income. Our ultimate goal is to support individuals to increase their income potential, achieve long-term financial stability, and provide for their families, and enrich their communities through small business ownership. Ventures retail store is a groundbreaking retail incubator in Seattle's historic Pike Place Market showcasing our client's handcrafted products. The store's mission is to provide hands-on training for our clients in retail product development, pricing and presentation while offering a venue for them to sell their craft.

**POSITION OVERVIEW:** We seek a part time sales associate to help us further our mission.

### RESPONSIBILITIES:

- Selling clients' products and providing outstanding customer service both on the floor and on the phone
- Accurately running cash register and maintaining accuracy in all required functions
- Assisting with inventory control
- Assisting with merchandising
- Working graciously and supportively with Ventures clients
- Working cooperatively with other staff to serve the mission of Ventures
- Other duties as assigned

### JOB EXPECTATIONS

All staff are expected to engage in activities that contribute to the general wellbeing of the organization. The successful candidate will be a highly motivated individual who demonstrates excellent customer service and sales skills, can multi-task in a busy tourist-driven location, and can appreciate the needs of our clients.

- Ability to think & communicate clearly and execute consistently
- Ability to multi-task, work independently and take initiative
- Must be customer service oriented
- Must be have a winning attitude (positive, warm, friendly, enthusiastic)
- Must be dependable and flexible
- Appreciate artisan crafts and develop a working familiarity with our clients and their products
- Exhibit the Ventures core values: integrity, diversity, empowerment, community, innovation, and client-success.

### COMPENSATION AND WORK SCHEDULE

- Compensation: \$13.00 / per hour
- 12-24 hours per week depending on season and scheduling needs
- Must be willing to work weekend days and some holidays
- This is a part-time hourly position that does not qualify for organizational benefits

### TO APPLY:

Please submit a resume and cover letter to:

Holly Smith, Store Manager

[hsmith@venturesnonprofit.org](mailto:hsmith@venturesnonprofit.org)

No phone calls please.

*This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and the employee, and it is subject to change as the needs of the employer and the requirements of the job change.*

*Ventures is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and gender expression of identity) or any other classification protected by law*