



Job Title: Retail Associate
Employee Summary: Full-time, non-exempt hourly
Reports to: Nature Shop Retail Manager

Position Summary

The goals of the Nature Shop are to maximize revenue in support of the programs and activities of Seattle Audubon; to nurture, and provide a positive and effective point-of entry to Seattle Audubon for its members and the public, and to support the programs and activities of Seattle Audubon.

This position is located at the Seattle Audubon Nature Shop in Northeast Seattle, adhering to strict COVID-19 safety protocols. The expected work hours for this position are what is necessary to support The Nature Shop's Monday to Saturday (10am to 5pm) hours, including opening and closing, with occasional weekend work. Occasional evening work may also be required. People of color, women, LGBTQIA+, and other applicants from historically marginalized groups are encouraged to apply.

Duties and Responsibilities

The Retail Associate shares responsibility with the Nature Shop Retail Manager for product sales; volunteer management; and coordinating with all Seattle Audubon programs whose activities involve The Nature Shop.

The four main areas of responsibilities of the Retail Associate include but are not limited to:

- **Merchandise:** receiving, selling, documenting, and inventorying.
- **Volunteers:** onboarding, training, supporting, scheduling, and evaluating.
- **Nature Shop Related:** maintain point-of-sale systems, membership data, and events.
- **Organization Related:** rental items, admin for field trips and classes, support and participate in organizational mission and strategic plans.

Required Qualifications and Skills

- Minimum two years' retail experience and/or customer service in a supervisory role,
- Ability to regularly lift 60 pounds, climb stairs, and spend considerable time standing.
- Exemplary customer service,

- Ability to communicate effectively with and create a welcoming space for people of all backgrounds and lived experiences,
- Commitment to the organization’s values of equity, diversity, and inclusion,
- Experience thriving in a highly collaborative team-based environment and communicate across all levels of an organization,
- Familiarity with Windows-based computer operating systems and Microsoft Office applications,
- Experience with point-of-sale software and content-management systems,
- Knowledge and appreciation of nature,
- Time management skills, conflict, and stress management savvy, grace under pressure, positive attitude, integrity, and a sense of humor

Salary & Benefits

The expected pay range for this position is between is \$20-23/hour (\$41,600-47,840 per year at 40 hours per week), commensurate with experience. Seattle Audubon also prides itself on being a family- and pet-friendly workplace, and encourages a healthy work-life balance.

We offer a competitive, benefits package, including:

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| • medical insurance | with 3% matching | • long-term disability insurance |
| • dental insurance | (after one year) | • compassionate bereavement leave |
| • vision insurance | • up to 14 accrued vacation days in first year | • Up to 24 days of qualified sick time |
| • life insurance | | |
| • socially responsible retirement plan | • 13 annual holidays | |

About the Organization

Founded in 1916, Seattle Audubon is an independently incorporated chapter of the National Audubon Society and one of the oldest environmental organizations in the Pacific Northwest. We maintain a current staff of 12 and reach a local membership of approximately 3,000 households. [Our strategic plan](#), *Cities at the Center*, has articulated goals within the themes of urban conservation, [equity](#), and resilience. Furthermore, in *Cities at the Center*, Seattle Audubon released new mission, vision, and values statements, affirming our 21st-century identity as an urban conservation organization:

Mission

Seattle Audubon advocates and organizes for cities where people and birds thrive.

Vision

Seattle Audubon envisions cities that integrate and value nature, minimize threats to birds, and protect habitat.

Values

We are a community of passionate, talented, and unique individuals, and our service is Seattle Audubon's most valuable resource. As a staff-run and volunteer-powered organization, we value:

Inspiration. Birds inspire and inform conservation in a unique and powerful way.

Interconnectedness. The health of birds and their habitats is tied to human health.

Equity and Inclusion. Equity and inclusion are necessary to achieve our mission.

Diversity. Diverse perspectives strengthen our understanding of birds, our community, and the environment.

Humility. There are infinite ways to experience and enjoy birds and nature respectfully.

Collaboration. We are most successful when we collaborate within and outside the organization.

Science. Our policies and programs must be informed by science.

About The Nature Shop

The Nature Shop is the public face of Seattle Audubon and for many people it is the first contact with the organization and its work. The Nature Shop is a retail store, community resource and hub for bird- and nature-related merchandise and information. The Nature Shop is staffed by two employees and otherwise powered by a dedicated corps of volunteers. The Nature Shop provides essential funding through its profits for the activities and programs of Seattle Audubon.

Equal Employment Opportunity Employer

It is the policy of Seattle Audubon to administer advertising, selection, employment, compensation, promotion, training, layoff, recall, and benefits at all levels without regard to race, gender, gender identity or gender expression, color, creed, national origin, age, political affiliation, marital status, sexual orientation, physical, mental or sensory disability, protected veteran status, or any other basis prohibited by law. Seattle Audubon strictly prohibits any sexual, racial or other forms of discrimination prohibited by law.

How to apply

Qualified applicants should submit a cover letter and resume as one (1) combined electronic PDF file to jobs@seattleaudubon.org with Retail Associate in the subject line OR submit paper versions of these documents mailed to or dropped off at Seattle Audubon, 8050 35th Ave NE, Seattle, WA 98115. No phone calls please. Applications will be reviewed on a rolling basis.