

Retail Assistant

Are you an animal lover with a knack for organization? Do you draw energy from completing detail-oriented tasks? Do you get excited about retail and merchandising?! If so, we have the perfect volunteer opportunity for you! We're looking for a qualified Retail Assistant to join our volunteer family!

Objective: Assist HEA's Retail Coordinator with all merchandising-related tasks.

This volunteer will:

- Help receive and organize new merchandise when it arrives (typically 4x per year)
- Tag and inventory new items
- Divide and organize items for in-store and online sales
- Assist with the preparation of online orders (for pickup and/or shipment)
- Attend and assist with the inventory count
- Help with projects and other miscellaneous tasks that pertain to retail
- Assist at events where retail is the main form of sale (ex. parking lot sales)

This person is:

- Flexible with scheduling, to include:
 - Short-duration evening availability
 - The ability to attend inventory count during the first week of each month
 - Availability to help receive new merchandise once per quarter
- Obsessed with details and super organized
- An amazing communicator

Reports to: HEA's Retail Coordinator

Commitment: Approximately 2-4 hours per week (may be more during inventory weeks or event weeks)