

## **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)

If you are interested in filling this role, please email Sarah at [volunteer@heanokill.org](mailto:volunteer@heanokill.org). Please include a brief letter telling us why you'd be a great fit for this role.