

*Oregon Episcopal School prepares students for higher education and lifelong learning by inspiring intellectual, physical, social, emotional, artistic, and spiritual growth so that they may realize their power for good as citizens of local and world communities.*



Among the woodlands, wetlands and wildlife of the hills of Southwest Portland lies the unique educational experience that is Oregon Episcopal School. The school occupies a 59 acre campus where 870 students in Pre-K through 12<sup>th</sup> Grade share an excellent faculty, a college preparatory curriculum, and a strong sense of community. OES welcomes those who wish to engage in a vibrant, culturally diverse learning community.

**JOB TITLE:** Aardvark Spirit Store Manager

Oregon Episcopal School seeks an experienced, tech savvy individual to manage its on campus and online Aardvark Spirit Store. The store manager will be responsible for managing the daily operation of the on-campus store including merchandising, marketing, volunteer staffing, budgeting, and reporting. The store manager will also manage the online School Store, which is a separate entity from the on-campus store. This position will work with the Marketing & Communications team to make quality branded merchandise available and accessible to fans of OES, while providing excellent customer service to the OES community and to its campus visitors. This individual will interact with a broad range of OES stakeholders and as such should possess professionalism, a service orientation, and a warm, welcoming demeanor. In addition to the qualifications detailed below, the successful candidate will be able to support the [OES educational mission](#). This position reports directly to the director of marketing & communications.

Schedule: This is a half-time, year-round, hourly position averaging 20 hours a week. Seasonally, hours will be higher or lower than twenty, but will total 1040 hours a year. The Spirit Store is open for business from 2-4 p.m. weekdays during the academic year. Additional hours will be required during the summer break to wrap-up the prior academic year and prepare for the next.

This position comes a competitive hourly rate and benefits package including paid sick leave, 80% employer paid health insurance for the employee, and retirement plan with a generous employer match. Consult the [OES Benefits Guide](#) for more information. Open until filled.

**ESSENTIAL DUTIES:**

- Purchase quality merchandise at competitive costs.
- Receive and price merchandise for successful sales, tag and record quantity in POS system, keep inventory tracking up to date.
- Display merchandise for appeal and accessibility to the customer.
- Select spirit merchandise that appeals to OES students, employees, parents, alumni, etc. while maintaining brand standards.
- Conduct semi-annual physical inventory count and reconcile with POS system.
- Using existing brand assets, work with campus departments and clubs to design and purchase items and apparel to fit their budgets, with special emphasis on supporting student-athletes with apparel not provided as part of uniformed gear.
- Recruit volunteers to staff or prep the store for open hours as needed.
- Create incentives to promote volunteerism.
- Reconcile and bill families, departments, and employees on a monthly basis
- Create Purchase Orders and approve invoices for payment in the POS system

- Create inventory management, revenue and profit reports.
- Balance and close retail management system monthly.
- Evaluate customer buying patterns to determine forecasting, budgeting and purchasing.
- Establish pricing strategy and implement as new merchandise is added to inventory.
- Work with Marketing & Communications team to best promote new items and specials.
- Be an informed resource for Lower School families to assist them in selecting and purchasing uniform needs by helping them navigate the websites for both Dennis Uniform and Lands' End. Promote the sales of existing uniform stock until it is gone.

**For Online Store**

- Help finalize online store initial set up with Marketing & Communications Team
- Manage adding and deleting branded products and designs based on interest and popularity.
- Work with Marketing & Communications team to best promote new items and specials.

**MINIMUM QUALIFICATIONS:**

- AA or combination of some college and formal training in retail management
- 2 years of retail management experience
- 2 years of eCommerce experience
- Intercultural competence, ability to serve and work effectively with a diverse array of individuals
- Digital literacy: intermediate to advanced MS Excel, Word, and POS systems, database experience, familiarity with Google Docs/Sheets and other web-based applications, as appropriate to job duties; flexibility and openness to learning as digital tools evolve
- Ability to pass a criminal background check and pre-employment drug screen

**PREFERRED QUALIFICATIONS:**

- BA/BS or equivalent combination of training and experience
- 3 to 5 years retail management experience
- 3 to 5 years of eCommerce experience

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Customer service skills, ability to problem solve, patience and poise when problems arise
- Excellent verbal and written communication skills
- Organizational skills, ability to meet multiple and sometimes competing deadlines
- Interpersonal skills, ability to maintain collegial relationships, sensitivity to others' needs
- Ability to appreciate independent school education and to support the OES mission

**PHYSICAL REQUIREMENTS:**

- Ability to sit at computer and keyboard for substantial periods
- Ability to stand, reach, bend, and to lift and carry up to 30 pounds on a frequent basis
- Ability to see, hear and speak clearly to interact with store customers and other stakeholders
- Ability to move about the OES campus

**COMPENSATION:** \$22.00 to \$24.00 per hour DOE

**APPLICATION PROCESS:** Visit [www.oes.edu](http://www.oes.edu) to learn more about this unique school, then complete the OES online application and attach a cover letter and resume.

*Follow the link below to set up a login and password that will allow you to save and return to your application:*

[https://fs18.formsite.com/OES\\_Form/vjuk6vkmna/form\\_login.html](https://fs18.formsite.com/OES_Form/vjuk6vkmna/form_login.html)

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