

Position: Store and Events Assistant WORKSTUDY

Reports to: Store and Events Manager

Availability & Time Commitment: Year round position; 10 hours a week

826 Seattle is looking for a capable individual to support our Store and Events Manager with the daily operation of the Greenwood Space and Travel Supply Co. and related events for the organization.

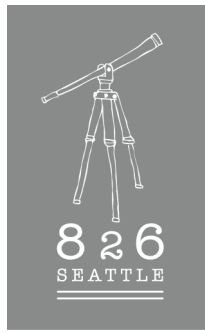
Description

826 Seattle is fronted by a gift store, the Greenwood Space Travel Supply Co (GSTS), that sells space travel-themed gifts and novelties in custom designed packaging. Additionally the store serves as an important outreach tool to inform visitors about the work of 826 Seattle, a nonprofit writing center for youth. The overall style of the store is dictated by an established style sheet that emphasizes mid-century, modernist design, executed with an innovative 21st century twist and definable, unique sense of humor. GSTS *is*: a quirky and creative retail outlet; specializing in the niche market specializing of space travel needs; a disguised outreach tool; a source of predictable revenue for 826 Seattle, a nonprofit creative writing center for youth. It *is not*: boring or dull in the slightest.

The ideal candidate has an interest in retail management and innovative approaches to running a successful small business. We seek someone who is able to see things in a global context while paying close attention to details. He or she is someone who is outgoing and does not shy from people, appreciates a well-organized retail boutique, and likes the buzz good brand identity creates. While they envision GSTS to be out of this world, they are not above sweeping the floors. Most importantly, they have an appreciation for nuanced and intelligent humor, and the ability to work in a fast-paced, frenetic environment (and be perfectly content during slow periods).

Duties/Responsibilities

- Works to ensure the smooth daily operation of GSTS which includes:
 - Assisting as a retail sales associate
 - Keeping inventory stocked and well organized
 - Correspondence with and scheduling of store volunteers
 - Assisting with conceptualizing new products
 - Label and assemble store product with the utmost attention to detail
- Assists the Store and Events Manager with special events, including:
 - Coordinating in-store projects/events that inform store customers about 826 Seattle's mission



- Maintaining on-going writing projects that advance awareness of the organization
- Other related activities to support the work of 826 Seattle on an as needed basis

Ideal Qualities

- Prior experience as a retail sales associate preferred
- Positive attitude, flexibility, and problem solving mentality
- Responsible self-starter, task- and detailed-oriented
- Above-average, bordering on exceptional, organizational skills
- Passion for seeing an idea through from concept to final product
- Understands our branding
- Strong verbal and written communications
- Background in creative writing a plus
- Knowledge of event production a plus
- Retail Management and Business Administration or related majors preferred

To Apply

Please email a resume and letter of interest to yoko@826seattle.org expressing your desire to apply for our position and a few words about what you are studying. You may also send these to us at:

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