



**St. John's Episcopal Church
Job Description**

Position Title: Manager, St. John's Episcopal Bookstore

Position Reports To: Rector

Primary Focus of Position: Position is responsible for overseeing and managing the operation of St. John's bookstore. This job is 30 hours per week.

Essential Responsibilities of the Job:

Plan, organize, and coordinate the day-to-day operations of the bookstore.

- Staff the counter and assist customers as needed.
- Determine space allocation of the sales area, designs displays.
- Initiate and coordinate the requisitioning of books, gift items, and other merchandise.
- Form a bookstore advisory committee and attend regular advisory committee meetings.
- Maintain computer systems supporting sales and inventory.
- Train, supervise and maintain positive relationships with volunteer staff.
- Respond to electronic and phone inquiries and communications.
- Routinely and consistently update the St. John's website in assigned areas.

Provide day-to-day financial oversight of the bookstore.

- Authorize expenditures, review daily financial transactions, and make daily deposits.
- Resolve problems regarding ordering, receiving, and billing.
- Verify the accuracy of invoices, approve for payment and provide required documentation to bookkeeper for payment.
- Prepare financial reports relating to bookstore operations as required by Treasurer.

Oversee the bookstore facility.

- Ensure the opening and closing of the facility daily.
- Ensure cleanliness of bathroom, carpeting, windows, shelving, displays, and merchandise.
- As necessary, work with Parish Administrator to ensure maintenance of Bookstore's facility and assistance in keeping the Bookstore's sign current.

Provide other duties as required.

Competencies Required for the Job:

- Knowledge of the principles of business management and organization.
- Knowledge of retail sales management and merchandising techniques.
- Knowledge of the principles of inventory management and control
- Knowledge of purchasing procedures and sources for books and other merchandise sold.

- Knowledge of the principles of money management and control.
- Ability to communicate effectively orally and in writing.
- Ability to effectively utilize computer equipment and software to perform duties.
- Ability to plan, assign, and supervise the work of others.
- Ability to train others in the functions and procedures of assigned duties.
- Ability to gather, compile, and analyze financial data and resolve any discrepancies.
- Ability to maintain accurate records.
- Ability to establish and maintain effective working relationships.

Required Level of Education and Experience

Bachelor's degree and two years experience or a combination of post high school education and experience equal to six years.

Working Conditions/Physical Requirements

Position requires bending, lifting, walking and turning, as well as transporting books and merchandise within the facility.

Tests/Examinations:

Background check and other tests as might be required by the Diocese.