



## Summer Youth Retail Marketing Coordinator Job Description

**Position:** Summer Youth Marketing Coordinator

**Worksite:** Transitions Thrift Store

**Responsible to:** Store Manager

**Wages:** Summer Student - \$23.00/hr

**Hours:** 30 hours per week

### Summary

The Summer Youth Marketing Coordinator is a temporary position available for as a summer employment experience for a youth ages 15-30. They will work with the Retail Manager to expand sales at the IWAV Thrift Store, online and at the Salt Spring Market. The goal is to raise funds for IWAV's anti-violence programs.

The Marketing Coordinator will assist with daily store operations including sales and will work with volunteers and other IWAV employees to provide positive customer service.

### Qualifications

- Applicant is between age 15 and 30 years of age, at the start of employment.
- Canadian citizenship, permanent resident and legally entitled to work in Canada
- Previous experience in a retail environment and/or working with volunteers is preferred

### Job Skills and Abilities

- Excellent time and general management skills
- Effective communication and customer service skills
- Works in a respectful and cooperative manner with staff, volunteers and customers
- Ability to maintain strict confidentiality
- Ability to lift and carry boxes/bags of donations
- Ability to work with a variety of people in a busy work environment
- Ability to work weekends and some statutory holidays

**Additional Requirements**

- Criminal Record Check
- Be free from receiving IWAV services for a minimum of 2 years
- Adheres to the philosophy, policies and procedures of IWAV
- Signs and adheres to Oath of Confidentiality and Code of Ethics

**Key Duties and Responsibilities**

- Works alongside IWAV volunteers and employees to process, sort, and display donated merchandise according to store policies and procedures.
- Greets and assists customers with product selection and provides customer service in a positive and respectful manner.
- Shares information about the retail store and IWAV services with members of the public in person and over the phone.
- Assists with digital social media marketing and promotional activities.
- Operates cash register and processes cash and sales transactions.
- Maintains a clean, organized, and welcoming store environment, including cleaning windows, sweeping floors, and dusting shelves.
- Participates in staff meetings, training, and other team activities.
- Maintains current knowledge of and complies with IWAV's mandate, mission, policies, procedures, standards of practice, and code of ethics.
- Maintains strict confidentiality of information gained through employment with the society.
- Performs other related duties as required.