



CALIFORNIA INDIAN MUSEUM & CULTURAL CENTER

Gift Shop Sales Supervisor

Job Description

The California Indian Museum and Cultural Center, (CIMCC) is an Indian owned and operated non-profit corporation with principal offices in Santa Rosa, California, and is currently looking for a Gift Shop Sales Supervisor. CIMCC provides California Indians and the public with a first class museum facility in which to portray California Indian history and culture from an Indian perspective. This position would be responsible for all aspects of day to day operations for the gift shop.

Job Responsibilities:

- Day to Day store operations – open and close store, ensure a safe environment for customers and staff, manage inventory, manage on-line orders, provide excellent customer service in store, on-line and over the phone.
- Community Outreach and Marketing - Recommend social media engagement content and update website and social media to include product images and writing product descriptions. Provide recommendations for campaigns or programs focused on community and brand. Marketing to include Facebook, blogging and email blasts.
- Reporting – various monthly reports for management including but not limited to: monthly sales, inventory, purchases
- Clerical –maintenance of all paper and electronic files, inner-office scheduling on Microsoft Outlook calendaring, postage and mailing, answering phones, xeroxing, faxing and other tasks as needed.
- Train and Supervise Native Youth Employment Training Program Interns

Requirements:

Two years of successful retail experience required

Post –Secondary education preferred

Excellent communication skills, promoting sales and customer relations

Proficient in use of computers, software apps, phones, cash register handling, credit card machines and general office machines.

Ability to work a flexible schedule to meet the needs of the business

Experience in Quickbooks POS system preferred.

Strong time management skills.

Ability to maneuver around sales floor and stockroom, lift and carry up to 50lbs

Proficiency in Microsoft Office

Inventory Management experience

Ability to prioritize and multi-task in a fast paced work environment

Highly organized and detail oriented

Experience with Social Media Marketing

Native American descent with knowledge of California Tribal Cultures a plus.

Compensation:

Range \$35,000 - \$40,000 salary

Application Procedure:

Please submit your resume with a cover letter and writing sample by email or mail:

California Indian Museum and Cultural Center
5250 Aero Dr.
Santa Rosa, CA 95403
cimandcc@aol.com