

# **FRIENDS OF THE SAN PEDRO RIVER**

## **RETAIL SPECIALIST POSITION**

### **Position Summary**

This is a full-time (40 hours/week) position to manage the retail operations of the San Pedro House including sales, inventory management and volunteer coordination and assistance. This position will report to the bookstore manager for the San Pedro House and assist in the daily office management and retail duties, as well as schedule volunteers for regular shifts in their role of greeting the public, making sales and providing information to visitors. Work schedule is flexible, but the position requires regular on-site presence. Position is guaranteed for a one year probationary period after which it can be renewed based on successful performance. There would also be an opportunity to be considered for a promotion to Operations Manager.

The Friends of the San Pedro River (FSPR) maintains bookstore operations and visitor contact in the San Pedro House as well as visitor contact at the Fairbank Schoolhouse. These facilities are administered by the Bureau of Land Management (BLM), Tucson Field Office. Office duties include responding to daily phone messages and the postal mail and forwarding them or responding to them as appropriate. This position will coordinate with volunteers. Volunteers provide a variety of services to FSPR, like scheduling docents who lead interpretive events, managing volunteer hours, distributing announcements and editing a quarterly newsletter. There will be light bookkeeping and annual reporting duties.

### **Duties and Responsibilities**

The Retail Specialist will work closely with the bookstore manager, doing a variety of activities that will serve and enhance the mission of the FSPR, including:

- Work at San Pedro House regularly during a portion of business hours, both during the week and sometimes on weekends as needed, to assist sales volunteers, answer phone messages and handle postal mail. Arrange merchandise displays. Manage office supplies, propane, plants, bird seed, walkway bricks, reordering as needed.
- Meet with the bookstore manager frequently in person or by phone or email, to consult on ongoing activities. Manage bookstore inventory and support computers, point-of-sale using Quickbooks or similar software. Prepare for migration from Quickbooks Point-of-Sale to successor software application, including Payment Processor.
- Work with the Board Treasurer and Office Manager to assist with year-end reports. Attend relevant FSPR committee meetings.
- Provide support for events at San Pedro House, including arrangement of tables, chairs, and needed equipment.

- Perform communication tasks, e.g. creating PSAs and event flyers, and handling their distribution.

PLEASE NOTE: While this may appear to be an extensive list of duties, FSPR has a very active volunteer base, contributing roughly 5,000 hours annually. Many of these duties will be simply to coordinate the activities of the volunteers.

### **Desired Qualifications**

Experience in office management and bookkeeping, including strong computer skills.  
Experience in the non-profit sector and working with volunteers.  
Excellent written and oral communication skills.  
Experience with computer applications like QuickBooks Point-of-Sale (or equivalent), spreadsheets and word processing. Page layout and content publishing experience a plus.

### **Personal Qualifications**

Adaptable, flexible, and cooperative  
Organized and able to multi-task  
Self-motivated, exhibiting a “get it done” initiative, able to meet deadlines  
Ability to lift heavy objects (up to 50 lbs)  
Facility not a climate-controlled environment, i.e. handle summer heat, winter cold

### **Compensation**

Full-time salary starting between \$15/hour and \$18/hour, based on relevant experience.  
Opportunity for future promotion to Operations Manager starting at \$20/hour if requirements are satisfied (Operations Manager position description available upon request).

The [Friends of the San Pedro River](#), founded in 1987, is a volunteer, 501(c)(3) non-profit organization dedicated to the conservation and restoration of the river through advocacy, education, and interpretation. FSPR coordinates its activities with the BLM, the land manager of the [San Pedro Riparian National Conservation Area \(SPRNCA\)](#).

**To Apply:** Please submit a cover letter, resume, and professional writing sample as .pdf documents to [fspr@sanpedroriver.org](mailto:fspr@sanpedroriver.org). Applications will be accepted until the position is filled. Interviews will begin in early May.