



Part-Time Assistant Manager Position

Job description:

~ Chicory Naturalist is looking for a highly organized, efficient and multi-capable Assistant Manager to help improve our systems, keep on top of administrative tasks during our busy seasons, and work toward sustainability as we enter our third year as a brick-and-mortar shop and learning space.

~ This is an in-person, part-time position (2-3 shifts per week) that will ideally grow with the business into full-time, with an option for cooperative ownership. Initial standing shifts will include Sunday (firm) and one weekday (ideally Monday or Wednesday, successful applicant's pick), with intermittent Saturday shifts required with advance notice.

~ The Assistant Manager will be responsible for balancing shop work with administrative tasks throughout the day. This includes providing knowledgeable and kind service to customers, managing inventory, keeping the front and back of the shop well-organized and clean, and working on back-end tasks such as inventory input, website updates, systems improvements, etc.

~ During slower seasons, the Assistant Manager will take on extra projects suited to their particular skill set and interests. These could include working on our community programming, marketing campaigns, website or shop design upgrades, etc.

~ Chicory Naturalist aims to make nature exploration and education fun and accessible to everyone. All applicants should be 100% comfortable providing kind, respectful service to people with all constellations of racial, cultural, socioeconomic, generational, disability and sexual/gender identities.

The ideal Assistant Manager will possess most of these skills, and be open to being trained on the remainder:

~ Highly organized, self-directed, and able to toggle between tasks repeatedly throughout the day while keeping focused on priorities.

~ Great interpersonal and communication skills is a must. Able and willing to point out problems as they arise and workshop solutions cooperatively and efficiently.

~ Genuinely enjoy helping people and being around children. Customer service experience is a must (it's not for everyone, and you need to know you enjoy it to know if this job is a good fit), retail and/or bookselling experience is preferred.

~ Systems-oriented and excited to learn about the work that has been done to date and work on what still needs improving. Experience with inventory management is a plus, but spreadsheet expertise is a good substitute.

~ Tech-savvy and fluent with the Google suite (sheets, calendar, gmail & docs). Able and willing to be trained on any software pertinent to the running of the business.

~ Community-oriented and driven to support Chicory's mission. Naturalist expertise in some area(s) is a plus, but curiosity and drive to learn about nature is just as valued.

~ Skill/interest in graphic design and/or social media marketing is a plus.

Compensation:

~ Hourly 13-20 hrs (2-3 shifts) / week (avg 16 hrs/wk over the first year) starting at \$24.

~ Accrued PTO based on hours worked.

~ 40% shop discount & free attendance at all events.

~ Family-friendly business that recognizes the primacy of caregiving roles, self-care, and the need for flexibility and trust in working relationships. You will never be asked to work while sick, children/friendly pets are welcome in the shop when unplanned caregiving needs (inevitably) arise, etc.

~ Long-term vision for the business is co-operative, so if/when the business is able to support three salaries, there will be an option to join in a co-ownership capacity. Partnership is also an option in the interim.

~ A supportive work environment that will aim to nurture your other aspirations & passions in life. Show your artwork here! Lead workshops! Make community! Use the space when the shop is closed as a quiet space for reflective work, or make any reasonable ask.

Creating this role is an investment at this stage of the business, and the hope is that the successful applicant will invest themselves in return. If this job seems like a good fit for you, please send a cover letter detailing why to Chris at chicorynaturalist@gmail.com along with 3 professional references. Resumes may be included but are not required. All emails will receive a response! Interviews will be scheduled for the week of April 15th - 19th. The position has a flexible start date of May 1st.