POSITION: Nonprofit Part Time Retail Sales Associate

OVERVIEW:
Ventures is a Seattle-based nonprofit that empowers aspiring entrepreneurs with limited resources and unlimited potential. We provide access to business training, capital, coaching and hands-on learning opportunities for entrepreneurs. We serve those in our community for whom traditional business development services are out of reach, with a focus on women, people of color, immigrants, and individuals with low incomes. Our ultimate goal is to support individuals to increase their income potential, achieve long-term financial stability, provide for their families, and enrich their communities through small business ownership.

Ventures Marketplace retail store is a groundbreaking retail incubator in Seattle's historic Pike Place Market showcasing our client's products. The store's mission is to provide hands-on training for our clients in retail product development, pricing and presentation while offering access to customers and revenue.

The successful candidate will be a highly motivated individual who demonstrates excellent customer service and sales skills, can multi-task in a busy tourist-driven location, and can appreciate the needs of our clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Performs Opening and Closing procedures
- Creates daily bank deposits
- Selling clients’ products and providing outstanding customer service
- Accurately open and closing register and maintaining accuracy in all required functions
- Works to achieve daily sales goals
- Supports with store upkeep: cleaning, organizing the store and maintaining merchandise displays
- Assists with inventory control
- Assists in preparation for special events
- Assist with receiving and pricing of new products
- Working graciously and supportively with Ventures clients
- Working cooperatively with other staff to serve the mission of Ventures
- Exhibit the Ventures core values: integrity, diversity, empowerment, community, innovation, and client-success

COMPENSATION, BENEFITS AND WORK SCHEDULE
- Compensation: Hourly rate $19.00 - $22.00
- 20% store discount
- 15-30 hours per week depending on season and store needs
- Must be available to work weekends and some holidays (Thanksgiving Day, Christmas Day and New Years Day the store is closed)
- Position requires availability between 9:30am and 5:30pm
EMPLOYMENT ELIGIBILITY:
Applicants must be able to legally work in the United States, as this position is located without visa sponsorship.

Ventures requires all employees be vaccinated with a COVID-19 vaccine. Employees are considered vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. All new employees must inform Ventures of their vaccination status within three days of hire date and must be fully vaccinated no later than 45 days after hire date.

BACKGROUND CHECK PROCEDURE
The offer of this position at Ventures is contingent upon clear results of a thorough background check.

REASONABLE ACCOMMODATIONS
Reasonable accommodations for applicants with disabilities will be made upon request. To request an accommodation or for further information, please email hiring@venturesnonprofit.org

PHYSICAL DEMANDS/WORKING CONDITIONS:
The employee must be able to operate a computer and other office equipment, speak and listen on the telephone, and accurately see and interpret columns of numbers. The employee will be in close proximity with store customers on a daily basis. The employee will be at the store located at Pike Place Market where there is constant noise, dust, and no direct sunlight. Masks at Pike Place Market and Ventures Marketplace are no longer required but encouraged. Must be able to reach, kneel, and lift 10-50lbs containers. This position will spend the majority of the day standing.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and the employee, and it is subject to change as the needs of the employer and the requirements of the job change.

Ventures is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and gender expression of identity) or any other classification protected by law.