

826DC STORE COORDINATOR (SATURDAYS)

Position Description

Employment type: Part-time

Reports to: Senior Manager of Communications and Development

Compensation: \$16 hourly, 8 hours per week

Schedule: Mostly in-person, 10 AM to 6 PM on Saturdays

826DC is an award-winning nonprofit offering free writing programs and publishing opportunities for local students ages 6-18, both here in our Columbia Heights writing center and in classrooms across the District. We believe that great leaps in learning can happen with one-on-one attention, that all young people deserve the opportunity to share their stories, and that writing is a powerful tool for unlocking all kinds of possibilities.

We are also part of a national network of youth writing centers, 826 National, which was founded by educator Nínive Calegari and author Dave Eggers. Each chapter in this network, 826DC included, maintains a themed novelty storefront/gift shop at the entrance of our writing centers. These stores do three things: help fund the writing programs, serve as an engagement opportunity with the community, and curate a sense of wonder and joy that makes the space that much more fun in which to write.

826DC's storefront is **Tivoli's Astounding Magic Supply Company, Deluxe Haberdashery, and Illusionarium (Tivoli's Astounding Magic Supply Co. for short)**. The magic-themed shop sells an array of classic illusions, novelty magician's items, branded 826DC products, and other meaningful books and gifts, both in-person and online at astoundingmagic.com.

JOB PURPOSE

The Store Coordinator will maintain the store environment and inventory, manage our consignment partnerships and store volunteers, staff the store on Saturdays, and support the Senior Manager of Communications and Development with optimizing how the store functions.

QUALIFICATIONS

- Experience in retail, POS/cash-handling, and customer service
- Familiarity with the Shopify system
- Experience working with spreadsheets
- Excellent verbal and written communications skills, with an eye for details
- Comfortable working with and around diverse groups of people, of all ages
- Enthusiasm about 826DC's mission
- Spanish language skills are not required, but a major plus

- Aligned with DC government requirements, 826DC requires proof of COVID-19 vaccination for all staff members, including the person hired for this role.

Note: To ensure that 826DC remains a safe space for all, the person hired for this role should also expect to complete the DCPS clearance process, if you haven't done so already. We'll help guide you through that.

RESPONSIBILITIES

Maintaining the store environment and inventory

- Help keep the store fully stocked and clean
- Ensure that our inventory counts are accurate
- Assist in producing store products and displays, as-needed
- Support with product sourcing/merchandising, as-needed

Managing our consignment partnerships and store volunteers

- Maintain, monitor, and mobilize consignment partners/opportunities
- Recruit, train, and support a corps of dedicated store volunteers
- Ensure that store volunteers are following store policies and procedures

Staffing the store on Saturdays

- Open, staff, and close Tivoli's Astounding Magic Supply Co. on Saturdays, 10 AM to 6 PM
- Fill any pending online orders, in-store orders, and pick-up orders
- Help customers make purchases and answer any questions they may have
- Staff one-off popup opportunities in the community, as-needed

Optimizing how the store functions

- Conduct relevant market/sector/customer research to help us do what we do better
- Keep track of and analyze sales and customer engagement data
- Identify aspects of the in-person or online experience that could be improved

Other

- Answering the magic@826dc.org email
- Other relevant duties as assigned

WORKING ENVIRONMENT + PHYSICAL REQUIREMENTS

The bulk of this work will be onsite at 3333 14th Street NW, Washington, DC, 20010. When onsite, we expect everyone, the person in this role included, to follow [826DC's COVID-19 safety policies](#).

Storefront work regularly involves using stairs and occasionally involves lifting or moving boxes of up to ~20 pounds. We will make any necessary accommodations to ensure an inclusive workplace.

COMPENSATION + OTHER PERKS

- \$16/hour, 8 hours/week
 - Free admission to 826DC special events
 - Free copies of all 826DC student publications
 - 25% staff discount
 - The opportunity to be deeply involved with the only magic shop supporting a youth writing center in DC (and possibly the world!)
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TO APPLY

Please send a cover letter and résumé to sarah@826dc.org with the subject “826DC Store Coordinator” We will reach out to selected candidates to coordinate interviews. No phone calls, please. Position is open until filled.

Individuals of all ages and backgrounds are encouraged to apply. 826DC is an equal opportunity employer and strongly encourages persons of color, women-identifying individuals, LGBTQIA persons, and individuals with disabilities to apply for this position.