



JOB TITLE	Sales Coordinator – Interpretive Center		
REPORTS TO	Assistant Director – Interpretive Center at the World Center for Birds of Prey		
BASED AT (OFFICE LOCATION)	Boise, Idaho		
REGULAR/TEMPORARY	Regular	STATUS	Full-Time Non-Exempt

WORK WITH US

We were founded in 1970 to rescue the Peregrine Falcon from extinction by pioneering ways to breed and release them across North America. With that historic success, our mission grew to encompass all raptor species worldwide. Today we

- Restore critically endangered species
- Research little-known species
- Train and support students
- Engage all ages with environmental education
- Conserve habitat

Our employee benefits program plays a vital role in demonstrating our commitment to our employees. We are pleased to offer eligible employees a benefits program that is comprehensive and among the best among our peer institutions, including a 403(b) retirement program as well as health, dental, vision, life and long-term disability insurance.

The Peregrine Fund is an Equal Opportunity Employer.

The successful applicant will be required to complete a background screening before a final offer of employment.

POSITION SUMMARY

The heart of The Peregrine Fund’s education program is our Interpretive Center where visitors have the opportunity to meet live raptors from around the world. The Interpretive Center provides a unique experience that engages the public about the importance of conservation. The Sales Coordinator works with the Education team to ensure a welcoming, educational, and safe atmosphere for staff, volunteers, and visitors to the World Center for Birds of Prey.

The Sales Coordinator will work directly with the Assistant Director to manage sales inventory on-site, and support daily operations in the Interpretive Center. Attention will be focused on ensuring the sales inventory is stocked, quality controlled, and organized, as well as managing the physical gift shop displays. The Sales Coordinator will maintain and establish vendor relationships and also take the lead on merchandising of products through the World Center for Birds of Prey gift shop and online store.

ESSENTIAL FUNCTIONS

The Sales Coordinator will work to ensure the retail space (brick and mortar and online) meets its educational and administrative objectives, as laid out in The Peregrine Fund’s Strategic Plan. The Sales Coordinator will manage and market products sold through The Peregrine Fund’s Boise-based gift shop and the online shop. She/he will work with Peregrine Fund project managers from around the globe to facilitate connections with artisans near our project areas.

RESPONSIBILITIES AND SCOPE

General – Sales (70%)

- Promote The Peregrine Fund and its projects through marketing and branding of merchandise
- Manage the design and aesthetics of The Peregrine Fund's gift shop
- Work in a team context to develop annual sales project budget
- Maintain inventory volume, product mix, and selling price by keeping current with supply, demand, and changing trends (e.g. merchandise ordering, restocking, and labeling, conduct daily inventory analysis, and annual inventory count)
- Monitor procedures to protect the security of cash, checks, and credit cards, and manage PCI compliance for retail sales
- Serve as gift shop attendant when shifts are not otherwise filled
- Maintain professional and technical knowledge by attending workshops, reviewing professional publications, and establishing professional networks
- Take lead in organizing nightly deposits and manage cash flow
- Maintain longstanding relationships with vendors and establish new relationships based on current inventory trends in the industry
- Fulfill and delegate fulfillment of online shop orders

Education (Guest Services & Interpretive Center Operations) (30%)

- Welcome and engage the visiting public about conservation issues
- Perform a variety of operational tasks at the Center
- Work with Education team to ensure daily coverage and fill open shifts as needed
- Participate in the planning and coordinating of events throughout the year
- With Interpretive Center staff, develop, promote, schedule, and conduct volunteer and staff training
- Work with Education team to maintain and update Adoption Sponsorships
- Cultivate partnerships with outside entities to develop programs of mutual interest
- Present conservation educational programming
- Collaborate with TPF staff to support a variety of programs as needed
- Build exceptional rapport with staff and volunteers by helping train on product knowledge, customer service, and help to solve problems in a timely manner
- Establish seasonal promotions and maintain TPF merchandise & Education booth at off-site events

MINIMUM QUALIFICATIONS

- Customer service and/or retail experience a must
- Familiarity with inventory and point of sale systems
- Must be a flexible self-starter, detail-oriented, and a team player
- Ability to coordinate multiple projects simultaneously
- Outstanding communication skills, both oral and written
- Knowledge of Microsoft Office and Google Application suites
- Must possess and maintain a valid driver's license

PREFERRED QUALIFICATIONS

- Bachelor's degree
- Passion for education and the conservation of biodiversity worldwide

- Experience purchasing and selling direct fair-trade and local products
- Experience with content management systems, website design, and e-commerce applications

WORKING CONDITIONS

Exposure to dust, allergens, and hazardous materials is common. The Sales Coordinator is required to move heavy objects as needed. She/he will need to be comfortable in a dynamic work environment with frequent interruptions. Weekend availability required.