



JOB TITLE	Sales Associate		
REPORTS TO	Sales Manager		
BASED AT (OFFICE LOCATION)	Boise, ID		
REGULAR/TEMPORARY	Regular	FULL/PART TIME	Part-Time Non-Exempt

MISSION

Conserving Birds of Prey Worldwide

WORK WITH US

The Peregrine Fund protects the earth's 557 species of raptors, partnering with local people on five continents to inspire action and preserve essential habitat. Support comes from donors, corporations, and government grants. 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

The Peregrine Fund is an Equal Opportunity Employer. We ensure all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, sexual orientation, gender identity, national origin, disability, or veteran status.

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

POSITION SUMMARY

The heart of The Peregrine Fund's education program is our Interpretive Center at the World Center for Birds of Prey 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 Associate works to ensure a welcoming, educational, and safe atmosphere for team members, volunteers, and visitors to the World Center for Birds of Prey, the global headquarters of The Peregrine Fund.

The Welcome Center and Gift Shop serves as the main entry to the World Center for Birds of Prey. The Sales Associate will greet visitors and be responsible for providing exceptional customer service at all times. This position requires the candidate to work autonomously on a point-of-sale system to check-in guests, sell admission tickets, membership, and merchandise. This is a part-time position and offers 8 to 24 hours per week depending on schedule and availability. Weekend availability is required and no benefits provided.

ESSENTIAL FUNCTIONS

- Promote The Peregrine Fund's mission to conserve birds of prey worldwide through selling admission tickets, memberships, and merchandise
- Welcome and engage the visiting public about conservation
- Answer general phone calls and take detailed messages
- Communicate daily activities to guests
- Open and close the cash register
- Assist with general gift shop tasks (i.e. cleaning, restocking, inventory labeling, etc.) as needed
- Collaborate with TPF team members to support a variety of programs as needed
- Merchandise and stock the sales floor to maintain a visually appealing and guest-friendly shopping environment

MINIMUM QUALIFICATIONS

- Ability to work 4 to 8 hour shifts at a time (open to close)
- Must have one weekend day of availability
- Flexible availability
- Outstanding communication skills
- Customer service and/or retail experience
- Passion for education and conservation
- Ability to work on-site (no remote option)
- Must have reliable transportation to and from work
- Ability to move, lift, or push up to 40lbs
- Maintain a clean and tidy sales counter

PREFERRED QUALIFICATIONS

- Familiarity with web-based point of sale systems (i.e. Apple OS, Shopify POS, bluetooth technology and functionality)
- Ability to direct and navigate large crowds
- Ability to coordinate multiple tasks simultaneously
- Professional verbal and written communication skills
- Ability to handle a variety of guest requests and concerns

COMPENSATION

- \$14.00 per hour

TO APPLY

Send via email a single file attachment (PDF preferred) including your resume or CV, and contact information for 3 references to: **employment@peregrinefund.org**. Please name the file "LastName_FirstName_SalesAssociate" and include the job title you are applying for in the subject line.