



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

For over 50 years, The Peregrine Fund has worked to conserve birds of prey. Addressing threats such as pollution, deforestation, and human-wildlife conflict is key to supporting the world’s 561 species of raptors and the ecosystem upon which we all rely. As top predators, raptors serve as indicators of ecosystem health while providing essential services like rodent control and disease prevention through carrion removal. The Peregrine Fund relies on science to assess extinction risk and causes of decline to allocate resources effectively while engaging local communities in comprehensive, collaborative conservation solutions, unique and innovative to each region. Key achievements include removing the Peregrine Falcon from the U.S. Endangered Species List, helping restore the Mauritius Kestrel population from just four wild birds, and identifying and addressing the drivers of the Asian Vulture Crisis. Current projects span dozens of countries, including community-based conservation in Madagascar, doubling the known Ridgway's Hawk population on Hispaniola, and managing California Condor recovery efforts in the American West.

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)
- Minimum weekly availability of at least 2 days
- 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.