

Coop Job Opening:

Membership Coordinator

Membership Coordinator work is divided among three areas: supervision of the Membership Office Committee; providing operational, managerial and policy support to the shopping floor during shopping hours; oversight/coordination/ongoing innovation of the Coop's administrative functions. As with all paid staff positions, the main goal of the Membership Coordinator team is to facilitate the member labor system and to ensure the smooth functioning of the Coop for shoppers and working members. This position will also involve up to 10 hours a week of graphic design work.

All candidates must possess these qualities:

- Excellent administrator and problem solver with strong organizational skills and the capacity to do accurate, detailed record keeping
- Reliable, and self-motivated and able to identify and evaluate the Coop's needs and prioritize tasks
- Very comfortable with computers (Macs and Microsoft Office a plus) and computer and online systems in general
- A team player with outstanding communication and listening skills who enjoys lots of interactions with people
- Able to oversee the work of others, give constructive feedback, delegate, train and explain procedures and policies
- Graphic Design skills: very familiar the Adobe Creative Suite; experience in print design and layout; art direction experience is desirable If you have a graphic design portfolio, please include it with your application
- Prepared to commit to working on many of the major Federal holidays, and during the winter holiday season which stretches pre-Thanksgiving through the end of January, which sees the Coop's highest weekly sales volume

Hours: Approx. 40 hours in 5 days/week Thursday through Monday (Tue/Wed off). Weekday schedules will be afternoon/evening hours (some shifts until 11:00 p.m.). Saturday and Sunday hours will vary, though shifts are between 6 and 8 hours in length.

Wages: \$28.12/hour

Benefits: A generous package including but not limited to: 3 weeks vacation, 11 Health/Personal days, health insurance and a pension plan.

Working Environment: Candidates must be comfortable in noisy, hectic surroundings in close quarters with others and able to navigate our three-floor work environment, including going up and down stairs, some lifting, kneeling and ladder use.

Pre-Requisites:

Candidates must be current Park Slope Food Coop members for at least 12 months immediately prior to application.

Candidates must have worked at least two shifts in the Membership Office prior to being interviewed. If you have not met that requirement and wish to schedule shifts in the Office please submit your application, and then immediately contact the Coop at hc-membershipcoordinator@psfc.coop to schedule shifts. Please put "Schedule Shifts" in the subject field.

How to Apply:

Attach resume and graphic design portfolio, and paste cover letter at the link below:

<http://bit.ly/PSFC-MC2019>

Applicants will receive an acknowledgment of receipt of application via email. Please do not call the Membership Office to check on the status of application. Applications will be reviewed on a rolling basis until position is filled, at which point all applicants will be notified. If you applied to a previous Coop job offering, please re-submit your materials.

We are seeking an applicant pool that reflects the diversity of the Coop's membership.