

Coop Job Openings: Membership Coordinators – Afternoons/Evenings & Weekends

The Coop seeks to hire Membership Coordinators to work afternoons/evenings and weekends, up to 32 hours per week.

We seek reliable, self-motivated candidates with experience working on teams who have effectively worked in environments characterized by many face-to-face interactions and multitasking. Candidates must be able to work weekend and evening hours consistently.

Membership Coordinator work is divided into three areas:

- Supervising and supporting the Membership Office and its functions
- Providing direct operational and policy support to the shopping floor during all hours of the Coop's operation
- Participating in continuous improvement of the Coop's administrative functions

Responsibilities and duties include but are not limited to the following:

- Directing, training, and delegating work to members working on the front end and in the Membership Office
- Serving and supporting members in a prompt, friendly, courteous manner
- Explaining Coop policies and procedures clearly and concisely to member-workers and shoppers
- Resolving member concerns related to front-end operations
- Ensuring front-end equipment, workspaces, and public areas are clean, efficient, and organized
- Communicating priorities to working members
- Providing technical support for the front end following established procedures
- Troubleshooting POS systems and reporting software and equipment problems to the IT department
- Other duties as assigned

The Coop is looking for candidates who have these qualities:

- Flexibility that allows you to readily adapt to evolving Coop needs
- Proven ability to delegate, train, and explain procedures and policies
- Excellent people skills: Communicates in a clear, professional, and courteous manner that fosters a positive and cooperative work environment
- Remains calm under pressure and able to handle multiple demands
- Capacity to interact with a wide variety of people
- Ability to identify and evaluate the Coop's needs, to prioritize and complete tasks
- Team player who can also work with minimal supervision
- Ability to receive input, feedback, and direction from others to improve and correct performance
- Reliable and punctual attendance
- Quick learner and thinker who also has a keen eye for detail
- High level of competency with Microsoft Office, web-based applications, and email

Desired Skills:

- Demonstrated understanding of the Coop's front-end operations and familiarity with POS equipment

- Familiarity with the Coop's membership policies and procedures and member services portal

Schedule: up to 32 hours weekly, afternoon/evenings and weekends

All applicants must be prepared to work on many major Federal holidays and during the winter holiday from pre-Thanksgiving through the end of January, the Coop's highest weekly sales volume.

Wages: \$32.97 per hour

Benefits:

Part-time: NYC-mandated Safe and Sick Leave, Holiday Pay, 401k Plan, TransitCheks

Full-time: 3 weeks vacation 11 Health/Personal days, health insurance, pension plan and 401K

Working Environment and Requirements:

- Reach above shoulder height, crouch, bend, stoop, squat, climb stairs or ladders, stand or walk for long periods
- Sitting and standing at a desk using a computer
- Work in fast-paced surroundings with moderate to loud noise level

FLSA Status: Non-exempt

Reports to: General Coordinator responsible for Membership Coordinators

Pre-Requisites:

- Candidates must be current Park Slope Food Coop members for at least 12 months immediately before application.
- Minimum of two work shifts completed in the Membership office

To Apply

Submit your materials using this link: <http://bit.ly/PSFCJobs>

Please include a cover letter with your application. If you applied to a previous Coop job offering, please resubmit your materials. Applications will be reviewed on a rolling basis until the position is filled. Please do not contact the Membership Office to inquire about this position.

The Park Slope Food Coop is an equal opportunity employer that values diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills and are seeking an applicant pool that reflects this diversity. All employment is decided based on qualifications, merit, and Coop needs.