

July 2024

Coop Job Opening:

Membership Coordinator – Evenings & Weekends

The Coop is hiring a Membership Coordinator to work five days per week, evenings and weekends, 38 - 40 hours per week.

We seek reliable, self-motivated candidates with experience working on teams and directing groups of people. Candidates must be able to work weekend and evening hours consistently. Experience working in environments requiring many face-to-face interactions and multitasking is required. This is an on-site position with no remote option.

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

- Directing, training, and delegating work to members, mainly those working on the front end and in the Membership Office
- Understanding and explaining Coop policies, procedures, and priorities clearly and concisely to members
- Resolving member concerns related to front-end operations
- Ensuring front-end equipment, workspaces, and public areas are clean, efficient, and organized
- Providing technical support for the front-end following established procedures
 - Troubleshooting POS systems and reporting software and equipment problems to the IT department
- Serving and supporting members in a prompt, friendly, courteous manner
- 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
- Demonstrated ability to delegate, train, and explain procedures and policies
- Clear and professional communication skills
- Capacity to interact with a wide variety of people
- Remains calm under pressure and able to handle multiple demands
- Ability to identify and evaluate the Coop's needs and prioritize and complete tasks
- Team player while also able to complete tasks independently
- Ability to receive feedback and direction from others to improve and correct performance
- Reliable and punctual attendance
- Quick learner 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: 38-40 hours weekly, 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.

Wages: \$34.22 per hour

Benefits: Three weeks vacation, 11 Health/Personal days, five paid holidays, health insurance, pension plan, and 401K

Working Environment and Requirements:

- Reach above shoulder height, crouch, bend, stoop, squat, ascend/descend stairs or ladders, stand or move for long periods
- Pushing and pulling shopping carts, u-boats, and Hollywood carts
- Sitting and standing at a desk operating a computer
- Must be able to complete tasks in fast-paced surroundings with moderate to loud noise level
- Ability to stay focused despite interruptions

FLSA Status: Non-exempt

Reports to: General Coordinator -- Membership Operations

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

To apply, click here: <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.

