Title: Gift Shop Associate

Location: St. John the Evangelist, Naples

**Overview**

The Gift Shop Associate provides administration support for all aspects of the St. John the Evangelist Gift Shop and works closely with other departments to ensure that the Gift Shop aligns with the Church calendar and provides an enjoyable experience for parishioners.

**Responsibilities**

* Operate a full retail sales environment, including customer service, payment processing, buying, merchandising, and shop upkeep
* Perform a yearly inventory on items sold in the store
* Work with Faith Formation and Youth ministry to purchase items for the store that align with seasons, Sacraments, and current trends
* Reorder merchandise from planogram fixtures to ensure a full inventory
* Prepare the weekly deposit and sales reconciliation with the Bookkeeper and prepare monthly updates for the Pastor and Operations Manager
* Recruit, train, and work with volunteers in the Shop. Ensure that all volunteers are Safe Environment compliant
* Attend Staff Meetings and other Parish events
* Prepare bulletin ads each week and submit to the Operations Manager in a timely manner
* Work with the Operations Manager to schedule Shop hours based on the seasons of the Church, Sacraments, and demand

**Qualifications**

* Computer proficiency, with POS experience desirable
* Proficiency in web-based applications for data entry and management
* Organizational and creativity skills
* Excellent verbal and written communication skills
* High School Diploma

**Preferred Skills**

* Experience working in the retail industry
* Experience working in a Catholic Church environment
* Specific experience with Square POS and Inventory Management
* Bachelor’s degree or higher in customer service or finance field