

Friends of the Front Range Wildlife Refuges

Position Title: Nature's Nest Coordinator (Part-time)

Location: Rocky Mtn. Arsenal National Wildlife Refuge, 6550 Gateway Road, Commerce City, CO

Salary Range: \$20-\$22.00-hr 20-25 hrs per week

Position Reports to: General Manager

Start Date: February/March 2024

Application Deadline: February 16 -Resumes and interviews on rolling basis.



Organizational Overview: The mission of the Friends of the Front Range Wildlife Refuges (FFRWR), a certified 501(c)3 organization, is to support and promote the Rocky Mountain Arsenal National Wildlife Refuge (RMANWR) and Rocky Flats National Wildlife Refuge (RFNWR) in their efforts to conserve and restore native habitat and wildlife, as well as to provide meaningful opportunities for the public to experience wildlife and nature near a major metropolitan area. FFRWR also raises funds for refuge programs by running the store in the RMANWR Visitor Center, Nature's Nest, maintaining an active donor base, and by hosting an annual fundraising dinner and silent auction. FFRWR is the fiscal sponsor of Generation Wild Northeast Metro Coalition (NEMC).

General Summary of Position: The Nature's Nest Coordinator is responsible for the managing the gift shop at the RMANWR, Nature's Nest. The Nature's Nest Coordinator will oversee inventory, financial activities, and manage a group of volunteers who work in the store and, when necessary, the coordinator will provide coverage in the store. The ideal candidate is a highly organized person with an outgoing personality and an ability to work independently. The coordinator should be entrepreneurial, a creative problem solver, and a strategic thinker. The Nature's Nest reports directly to the General Manager and works closely with FFRWR board members, committees, volunteers, and RMANWR staff. The position may involve work during weekends.

The responsibilities of the Nature's Nest Coordinator include the following:

Retail and Nature's Nest Management:

- Ordering and keeping inventory, overseeing pricing and stock control, maximizing profitability and meeting sales targets, managing store budget, and preparing sales reports.
- Maintaining the Square system and managing daily financial activities for the store.
- Keeping the online version of the store up to date and fulfilling and mailing all orders.
- Ensuring compliance with health and safety legislation.
- Promoting and marketing the business.
- Working with the public, dealing with customer queries and complaints.
- Providing staffing for the store if no volunteers are available, including working in the store and recruiting and coordinating volunteers.
- Because FFRWR is a small organization, in addition to the primary job responsibilities described above, each FFRWR staff person is called upon to perform other tasks as necessary by the FFRWR Board of Directors, especially around events, as well as some administrative and general tasks.

Required Qualifications

- Experience in retail/customer service work preferred, including ordering and inventorying of merchandise with experience with QuickBooks and Square a plus.
- Ability to meet deadlines and multi-task, work effectively under pressure, handle competing priorities with a team and independently and enjoy working with team of dedicated volunteers.
- Ability to work weekends if necessary and enthusiastic about nature and outdoor recreation.
- Team player, enthusiastic, creative, critical thinker, and self-motivated with strong organizational and math skills, excellent verbal and written skills, computer skills, and inventory planning, ordering, and tracking.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.

- A general enjoyment in interactions with the public and children.
- Excellent position for a motivated individual looking to grow the job into new areas.
- Candidate must be a US citizen.

Preferred Qualifications

- Experience and enthusiasm for retail.
- Experience in marketing and communications.
- Spanish-speaking

Compensation and Benefits:

Salary Range: \$20-22/hour 20-25hrs a week

Benefits: Benefits for part time employees include paid vacation, sick leave, holidays, and professional development opportunities. Nature's Nest is open 5 days a week (Wednesday-Sunday) from 9:00 am-4:00 pm. Hours of work include 20-25 hours per week, including working in Nature's Nest on weekends if necessary, from 8:30 am to 4:30 pm. Other hours in the store will vary depending upon the schedule of the volunteers. Compensation will be determined based on experience, within the range of \$20-22/hour.

Application Process: To apply, please send a single PDF to board@ffrwr.org with a resume and cover letter explaining how your experience aligns with the position. Please reference "Nature's Nest Coordinator" in the subject line of your email. Please read about Friends of the Front Range Wildlife Refuge at www.FFRWR.org Deadline February 16. Resumes will be accepted on a rolling basis. Position will be hired by Spring of 2024.

Friends of the Front Range Wildlife Refuges is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.

Important Requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.