

Title: Merchandise Coordinator

Reports to: Director of Merchandise

Position Type: Volunteer position

Contact: Send questions to yanet.velazquez@hopestrong.org



Duties and Responsibilities:

- Execute the strategic merchandise plan for HoPe.
- Maintain proper inventory levels.
- Responsible for fulfilling online orders.
- Scout youth fashion trends and look at best practices to suggest.
- Work in collaboration with Director of Merchandise in initiatives and projects.

Qualifications:

- College student or young professional
- Demonstrated interest/experience in Marketing, Business or Management field
- Outstanding written and verbal communication skills in English required
- Energetic, personable, and creative with an ability to relate well to diverse populations
- Deadline oriented and able to take initiative and work well under pressure
- Strong ability to plan and manage multiple projects with high attention to detail
- Good project and time management skills
- Ability to effectively lead teams
- Excellent organizational skills
- Ethical and moral character
- Strong leadership skills
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint, and Google Drive.
- Must be willing to commit for the whole 2017-2018 academic year
- Strong commitment to HoPe's mission and values

Time Commitment:

- 8-10 hours per week.

**We are open to working with academic institutions for this position to count as internship credit. Please indicate in application if you are interested in pursuing this.*