



Space2b Social Design

Retail Co-ordinator

Job description

- Art & Design Social Enterprise
- Paid, Casual part time - 3 days : MA000004 Retail level 4 plus fringe benefits
- **Applications:** Email info@space2b.com.au by **Wednesday 16th March by 5pm.**

People from Culturally and Linguistically Diverse (CALD) Backgrounds are strongly encouraged to apply

Space2b is excited to be recruiting for the position of Retail Coordinator at our unique and vibrant retail space in St Kilda which includes a shop selling clothing, homewares, jewellery and gifts and a gallery. The position will be for three days per week and you will have flexibility to work some Saturdays and evenings during monthly events.

We are seeking an energetic, highly organised, motivated and self-directed worker who is comfortable working in a dynamic work environment and dealing with a diverse community of designers and artists.

We are a registered charity and this is an opportunity to make a difference to the lives of newly arrived migrants and refugees who train and sell their beautiful products at Space2b. All of our profits are invested into programs to train new migrants and refugees to become economically independent and we are proud of our many successful and inspiring participants who are now selling at Space2b.

Our shop is the primary source of income for Space2b and we have been very successful in the 6 years we have been open. However, we know we can sell more of our amazing products by reaching a wider audience! Your role would be to achieve this through a mix of in-store activities, social media and marketing events designed by you to bring more people into the store.

RESPONSIBILITIES:

- Achieve monthly sales targets for the shop and gallery
- Manage social media & emailer for the shop
- Merchandising and window displays
- Organise events to drive more foot traffic into Space2b
- Stock management
- Management of the designers and artists selling products in the shop
- Supervision & mentoring of retail trainees
- Work well with a team of volunteers in the shop

SELECTION CRITERIA:

- Excellent customer service & sales skills
- Excellent organisational and administration skills
- Merchandising and window displays
- Team leadership skills
- Social media wizard – writing and taking images for Instagram and Facebook
- Computer skills : word, excel, Square (POS system) essential
Mailchimp & Canva will be looked upon favourably.
- Experience in working with CALD communities will be looked upon favourably
- Training & supervision experience will be looked upon favourably.

Together we make a difference!