



## Space2b Art & Design Social Enterprise

### Online Shop Coordinator

**Job title:** Online Shop Coordinator

**Reporting to:** CEO & Operations manager

This is a volunteer position working 5 hours per week for a minimum of 6 months

**Start asap.** Commitment of 6 months

**Location:** 144 Chapel St, St Kilda, can work remotely.

We are looking for a volunteer who enjoys learning, connecting with our local community and wants to gain new friendships whilst sharing experiences and skills.

The Online Shop Coordinator will coordinate, manage and develop our online shop content and images. They will support us in setting up a Facebook & Instagram shop. You will be an integral part of Space2b, helping us to increase our online shop presence within our local community and afar.

We are a vibrant and all-inclusive space and would love to work with someone who enjoys having fun, sharing ideas and is open to developing their own skills set further.

#### **Key Responsibilities:**

- Managing all content for the online shop – from uploading product images, written content to final publishing.
- Creating a Space2b Facebook & Instagram shop
- Developing and building our online shop, in making it streamlined and consistent.

#### **Personal Qualities:**

- Good communication skills
- Treats others with dignity and respect
- Encourages and cooperates with others to achieve common goals
- Is reliable and trustworthy
- Honest and trustworthy
- Possess cultural awareness and sensitivity
- Be flexible, organised and comfortable working with change
- Demonstrate sound work ethics
- Align with the values and vision of Space2b

#### **Qualifications & Experience Requirements For The Role:**

- Willingness to take direction and be available one day a week
- Experience of online systems and programmes, in particular Square and Canva.
- Experience in online shop management is favourable

For more information please email us at [info@space2b.com.au](mailto:info@space2b.com.au) with a resume and a summary of your skills and experience.