



Space2b Social design

Space2b, 144 Chapel St, St Kilda 3182

Retail Marketing Communications Coordinator

INTERNSHIP 2024

15-20 hours per week

Space2b is a unique, dynamic creative workplace, which provides a platform for people to build on their existing skills, exchange ideas, increase language skills and work side-by-side with others to further their creative and economic independence.

As the Retail Communications Marketing Coordinator, you will be responsible for the marketing, in store signage and merchandising of our retail space. You will also support the retail manager and run the shop one day per week. This will include customer service, stock control, cash management and promotion of Space2b to customers. You will also take a leadership role in the online team, ensuring smooth running of new online content and coordination with instore events (such as Father's Day/Mother's day etc).

RESPONSIBILITIES:

Retail Marketing

- 📌 Increase sales and build space2b audience.
- 📌 Manage social media & emailer for the shop.
- 📌 Merchandising and window displays.
- 📌 Organise & plan monthly promotional events.
- 📌 Create sales opportunities outside of Space2b to build the Space2b brand .
- 📌 Supervision & mentoring of retail trainees.
- 📌 Videos for social media platforms.

Online Store – Working closely with the onlines store team

- 📌 Prepare online product content ready for upload.
- 📌 Take photos of products for online sales & social media.
- 📌 Liaise with retail manager to plan, prepare and oversee new content for online store.
- 📌 Adapt designer bios for online content.

Retail Support – Working closely with the Retail store coordinator

- 📌 Customer service.
- 📌 Sales.
- 📌 Stock inventory & management.
- 📌 Data entry and administration.

SELECTION CRITERIA:

- Excellent organisational and administration skills
- Merchandising and window displays
- Excellent customer service & sales skills
- 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.