



## **JOB ANNOUNCEMENT: STORE MANAGER**

Hazon is seeking a Store Manager to run the physical gift shop at the Isabella Freedman Jewish Retreat Center and Hazon's online store. We are also seeking to better integrate our store sales (currently processed via Lightspeed) with our Salesforce database. The store manager will lead a research initiative into best options, present proposals, and oversee the integration. This position is based in Falls Village, CT.

### **Responsibilities include:**

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#### **Manage and oversee in-person and online sales**

- Staff counter or ensure that counter is staffed as necessary
- Train people to serve as bookstore clerk
- Review all sales transactions
- Respond to online and phone orders promptly, shipping items by next day
- Update website with new products and remove obsolete products
- Expand the offerings and reach of our online store
- Maintain cash drawer

#### **Administer Lightspeed point of sale software system**

- Add/delete user users
- Make software updates as necessary
- Interface with Lightspeed and other vendors in case for troubleshooting

#### **Reporting**

- Run end of day reports, review for any discrepancies and submit to accounting
- Submit expense reports to accounting
- Run quarterly consignment reports and request payments for vendors

#### **Inventory**

- Manage inventory of all of our products: Adamah, food, sundries, books and other items
- Place orders of product from our vendors
- Analyze what is selling and what isn't and adjust inventory accordingly
- Count an annual physical inventory count

### **Qualifications**

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The successful candidate will have:

- Retail management experience
- Web Sales experience
- Excellent team building and communications skills
- Understanding of accounting
- Strong organizational skills with attention to detail
- Excellent verbal and written communication skills

## How to Apply

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Please email a resume and cover letter to [jeffrey.greenberg@hazon.org](mailto:jeffrey.greenberg@hazon.org), subject line "Store Manager." Applications will be reviewed on a rolling basis.

## Background on Hazon

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Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. In aggregate, we're seeking to shift the nature of what it means to be Jewish in the 21<sup>st</sup> century – enabling and encouraging Jewish people to have an impact in the world and transforming Jewish life in the process. We are based in New York and have a retreat center in Falls Village, CT and offices in San Francisco, Denver, Boulder, San Diego, and Philadelphia.

We effect change in three ways:

- Through the direct human impact of our programs;
- By supporting and networking other great people and organizations;
- Through thought-leadership (writing, speaking, teaching, campaigning).

The following values underpin our programs:

- A strong commitment to inclusive community;
- A strong commitment to volunteer involvement and leadership development;
- Multi-generationality;
- Being Jewishly serious and deeply engaged with the world around us;
- We believe in reaching people where they are and not where we might like them to be.