

League to Save Lake Tahoe
Outreach & Info Center Coordinator

Primary Responsibilities:

Under the direct supervision of the Operations Manager, responsible for the day to day operations of the League's info center and main office.

A. Outreach, Info Center & Office

50%

1. Responsible for all aspects of coverage for the information center on designated days of work. This includes but not limited to phone coverage, selling of merchandise and greeting people who come to the information center. Responsible for weekend coverage May-Sept.
2. Responsible for tidiness of information center and main office which may include straightening up, washing windows and general cleaning. This includes the office supply section, front area where customers are received, and the common areas. Responsible for recycling on designated days, taking out garbage and cardboard daily. Responsible for making sure info center/office is safe for staff and patrons. This includes snow removal at doorways and distributing ice melt at all entrances used by staff and public.
3. Responsible for all equipment and required maintenance and supplies at the League offices. Responsible for tracking office supplies, ordering and making sure necessary supplies are on-hand at all times for all staff. This includes ink cartridges, labels, letterhead, envelopes, and other day to day supplies. E-mail staff once a month to get special requests. Check with Operations Manager before ordering if the cost of supplies is over \$100.00.
4. Maintain main office bulletin boards and staff schedules. Responsible for checking fax machine and disseminating them to appropriate staff. Responsible for all admin tasks related to the Info Center. This includes but is not limited to filing/cataloging and retrieving of program documents, producing sets of staff meeting minutes and disseminating them for review, and updating staff, services and agency contact lists. Also responsible for tracking information related to Info Center visitors, web store orders, and website hits, and producing a monthly report.
5. Maintain current info center displays, publications and brochures. Notify Program & Admin staff when written materials become outdated. Assist with researching new materials. Assist with answering e-mails concerning outreach and information about the League and its activities.
6. Assist Program Filing Coordinator in reading newspapers and tagging appropriate articles for League's semi-monthly newsclip service. Assist with gathering and assembling online articles for dissemination through our monthly newsclip service. Send bi-monthly clips to designated recipients, in the absence of the Program Filing Coordinator.
7. Assist Membership department with Raiser's Edge database updates.
8. Responsible for preparation and deposit of all donations and other funds following the donor recap procedure.
9. Assist Operations Manager with daily financial and administrative tasks, including copying checks and mailing bills, filing, and other tasks as requested.
10. Responsible for South Shore sticker program collection of donations, distribution of stickers, and maintenance of business list under the supervision of the Operations Manager. Coordinate bulk sticker purchases and special events requesting stickers and/or information.

B. Inventory and Sales

45%

1. Responsible for helping customers with the sale of the League's merchandise. Responsible for the accounting of the merchandise with such tasks as monthly and quarterly inventory counts. Responsible for alerting admin staff, with at least one week's notice, of items that need to be reordered, or restocked from storage. Producing the daily register recap worksheet and attaching all the necessary established documentation.
2. Responsible for reviewing and comparing monthly inventory counts and sales numbers, and maintaining a list of items that need to be reordered. In conjunction with the Operations Manager, prepare and place twice-yearly orders for new merchandise stock. Research new merchandise purchasing options to increase inventory items or profit margins.
3. Responsible for updating the online store as necessary, when stock is added or removed, or if any other changes are required. Operations Manager should be notified when changes to the web store are made, to proof-read and approve any text. Responsible for researching new methods of online marketing and other ways to maximize use of the online store.
4. Responsible for fulfillment of all online orders within three business days of receiving order.
5. Responsible for the accuracy of the register recaps and inventory sold. Responsible for all Info Center merchandise tracking including the inventory count in a manner that eliminates possibilities of theft or misplacement of merchandise. Responsible for reviewing the daily register recap worksheet and deposit each morning to make sure that items were rung up correctly and verifying the money is deposited within 24 hours, except on weekends. Get recap sheet to Finance Director by next day with receipt of deposit from bank.
6. Responsible for the tidiness and orderliness of the merchandise displays and keeping all merchandise folded, replenished, and locked up. Responsible for receiving merchandise from vendors, counting, folding and bagging said merchandise within two days of receiving merchandise. Admin staff is to be notified immediately of receipt of merchandise, the actual counts that were received and when it will be ready to have the excess taken to storage.

Other Duties:

5%

1. Attend weekly staff meetings.
2. Share in main office coverage, phones, and cleaning
3. Assist with annual benefit, other events and other fundraising.
4. Maintain skill level through reading and trainings. Attend trainings as required.
5. Other duties as assigned.

Minimum Qualifications:

Must be able to work well with minimal supervision, possess good judgment and work well with others. Team oriented approach in work environment. Valid drivers license, current DMV printout and auto insurance and dependable vehicle. Must possess excellent writing and analytical skills as well as professional phone skills. Must be highly proficient in Windows XP, Word, Outlook, and Excel. Must be able to lift 25-30 pounds.

At-Will Notice:

Employment is at the will of either the employee or the League to Save Lake Tahoe. This means either party, the employee or the League to Save Lake Tahoe, may terminate employment at any time, with or without notice, as long as the reason for termination does not violate a statute. There is no promise that employment will continue for a set period of time. There is no promise that employment may be terminated only under particular circumstances. No one has the authority to make representations inconsistent with this policy. This policy supersedes all written and oral representations that are in any way inconsistent with it.