Monarch Joint Venture Job Posting

Position Title: Store & Office Support

Location: In Person; Office in St. Paul, MN

Compensation: $17/hr; part-time, 10-15 hrs per week

Start Date: ASAP

This position will remain open until filled and applications will be accepted on a rolling basis.

Position Summary: Join the growing team of the Monarch Joint Venture (MJV), a nonprofit dedicated to protecting monarchs and their migration by collaborating with partners to deliver habitat conservation, education and science across the United States. The Store & Office Support position will play a key role in fulfilling orders for the MJV Store, including packing and shipping, assisting with product development, and inventory management. This position will also support the functions of our in-person office located in St. Paul, MN by keeping the space tidy and organized. The Store & Office Support role will work under the general direction of Minnesota-based staff and report to the Operations Manager.

Learn more about the mission, vision and values of the MJV on our website here.

Primary Responsibilities:

- **Store Support (50%)** - Pack and ship out orders; establish economical packing and shipping methods and ensure that customer orders are packed securely; fulfill orders for bulk educational handouts and other MJV non-store campaigns. Other store support may include monthly inventory support, ordering items, new product development, sales and marketing support, and in-person sales at events.

- **Office Support (50%)** - Organize office spaces; keep inventory of office supplies and other equipment; receive mail and packaging and alert relevant staff recipient; work with relevant staff to stage and ship necessary items from the office for their upcoming events; Other duties may include supporting relationship with building manager around new policies, vehicle storage, entry, etc.

- **Other duties as assigned**

Essential Skills:

- **Physical** - This position requires the ability to stand for long periods of time, and work will entail frequently lifting and moving up to 40 pounds in product inventory and shipping materials.

- **Organization** - With an attention to detail, demonstrated ability to keep schedules, files, and physical workspace organized and tidy.

- **Time Management** - Demonstrated ability to set and maintain a predictable schedule, manageable priorities, and forward progress for responsibilities.

- **Adaptability** - Self-motivated ability to work independently and collaboratively with internal stakeholders under general guidance from manager.

- **Communication Skills** - Demonstrated communication skills, including interpersonal verbal and
written (email) communications.

- **Problem Solving** - Demonstrated ability to use critical thinking to seek out, identify, and communicate solutions to challenges as they arise.
- **Technology** - Proficiency using Google suite, Microsoft Office Suite, and other relevant technology systems.

**Desired Qualifications:**

- Previous experience working in an office environment
- Previous experience supporting an online store, taking inventory, managing shipments, etc.
- Interest in conservation
- Valid Driver's License

**Equal Opportunity Employment:** The Monarch Joint Venture (MJV) is an equal opportunity employer. As such, MJV offers equal employment opportunities without regard to race, color, gender, religion, age, nationality, social or ethnic origin, sexual orientation, gender identity or expression, marital status, pregnancy, disability, veteran status or any other characteristic protected by law. These opportunities include all terms, conditions, and privileges of employment, including but not limited to recruiting, hiring, job placement, training, compensation, benefits, discipline, advancement, and termination. All employees are expected to adhere to this policy.

The Monarch Joint Venture is an at-will employer. All persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

**How to Apply**

- **Submit a single PDF document** titled “LastName FirstName_Store & Office Support” that includes:
  1) Your resume (1-2 pages max)
  2) A short cover letter (not to exceed three paragraphs) that outlines your interest in this position and highlights any relevant experience or transferable skills.
  3) The names and contact information for 2 references

- Send application materials by email to jobs@monarchjointventure.org with the subject line “LastName FirstName_Store & Office Support”

**What to Expect**

Successful applications will be invited to a 30-minute interview via Zoom with 1-3 MJV staff members. References may be contacted after this interview. While unlikely, a potential short second interview may be requested as needed in final decision making. Ideally, the position will be filled by the end of 2022. All candidates will be notified via email if their application is no longer being considered.