



Part-Time Bookseller

Open Books is seeking a part time Bookseller to join our West Loop team and help maintain and grow our store and in-store programming.

REPORTING STRUCTURE: The Bookseller reports to Zylon Tokash, Bookstore Manager.

PRIMARY RESPONSIBILITIES:

- Assisting with daily store processes and procedures, including, but not limited to: open/close, customer service, shelf stocking, inventory turn, security/loss prevention, cash register/check out, cleaning and display management
- Maintaining awareness of the bookselling industry, and local book market, using this knowledge to help refine and improve store inventory, operations, and initiatives
- Supervising and assisting volunteer staff to complete daily tasks and special projects in the store
- Assisting in executing events in store and off-site
- Participating enthusiastically and energetically in making the store the headquarters of creative literacy initiatives in Chicago

POSITION REQUIREMENTS:

- On site retail work at Open Books West Loop
- Organization and detail-orientation
- Strong verbal and written communication skills
- Ability for moderate lifting (up to 35 lbs.)
- Some weekend and evening hours

PREFERRED EXPERIENCE AND INTERESTS:

- Knowledge of and passion for literature and literacy
- Experience in the book trade and/or online retail fulfillment
- Enthusiasm and motivation about Open Books' mission and programs
- Proficiency with Google Suites (Gmail, Drive, Forms, Docs, Sheets, etc.)

EMPLOYMENT STATUS, SALARY, AND BENEFITS: This is a part-time position for 24 hours per week.

Benefits include:

- Competitive hourly wage commensurate with experience
- Accrued Paid Time Off
- 25% off all book purchases + free books each month at Open Books West Loop

To apply: Submit cover letter and resume to manager@open-books.org no later than **September 10, 2020**.