



## **Traveling Bookstore Manager** **Job Description**

**Position:** Traveling Bookstore Manager  
**Type:** Exempt

**Position Purpose:** The Traveling Bookstore Manager is a dynamic and pivotal role within our ministry, dedicated to bringing the enriching experience of spiritual resources to diverse audiences across the country. This position is responsible for on-site and on-the-road bookstore management.

### **I. Needed Qualifications**

- A.** High School Diploma
- B.** Proven customer service skills, 3-5 years of retail experience preferred
- C.** Adept usage of computer/PC, email, and internet navigation
- D.** Familiar with MS Suite (specifically Word and Excel)
- E.** Able to troubleshoot basic computer and network problems
- F.** Cash handling/cash management skills
- G.** Experience managing other employees, volunteers, etc.
- H.** Ability to lift 50 lbs. regularly, occasionally up to 75 lbs.
- I.** Willingness to work with the leadership team to carry out the vision of Global Awakening's Bookstore and Global Awakening as a whole
- J.** Have a creative drive and original ideas
- K.** Ability to sustain working up to 8 hours, packing and moving 30-50 lb boxes

### **II. Job Responsibilities**

- A.** Coordinate and manage all aspects of the bookstore at on-site and off-site events, including management for the overall look and feel of the space
- B.** Maintain store opening hours during events (avg. up to 16 hours each day)
- C.** Travel and oversee bookstore team at every off-site event (30% travel)
- D.** Assist the director of the bookstore with product development and marketing
- E.** Set up, tear down, and oversee the bookstore area at events. Assist with set up and tear down of other department areas, as able.
- F.** Coordinate and prepare shipping of product and equipment to regular Global event sites.
- G.** Train and manage volunteers for selling product on site.
- H.** Manage cash flow of bookstore on site and reconcile upon return, including creating reports for accounting
- I.** Oversee all orders from events, ensuring they are processed and fulfilled in a timely manner.
- J.** Oversee the purchasing, stocking, producing, labeling, and shipping of books, videos, audios, etc.
- K.** Conduct inventory management in POS and in back office of the online store.

- L.** Set up and troubleshoot the POS mobile store equipment and network at events.
- M.** Routinely assist other departments in relation to the warehouse organization and general needs in packing and preparing for events.
- N.** Stay up to date on changes to events including locations, speakers, etc. and coordinate with speakers and staff regarding product sales.
- O.** Customer service provided both on-site at events and through phone calls/emails at the office.

Reports Relationship:

**You report directly to the Director of the Bookstore**