

Job Title of this Position	Store and Events Manager		
Name of Organization	826 Seattle		
Website	826seattle.org		
Job Location Address	8414 Greenwood Avenue N., Seattle, WA 98103		
Contact / Supervisor	Yoko Ott		
Phone Number	(206) 725-2625		
E-mail	yoko@f826seattle.org		
<u>Hourly Pay Rate</u> (indicate a range)			
Employment Period	Summer Only (7/1/2009 - 9/29/2009) <input type="checkbox"/>	Academic Year (9/30/2009 - 6/11/2010) <input checked="" type="checkbox"/>	Summer & Academic Year (7/1/2009 - 6/11/2010) <input type="checkbox"/>
Hours per week	Summer: <input type="checkbox"/> Full time program 40 hrs/wk <input type="checkbox"/> Part time program up to 19 hrs/wk		Academic Year: <input checked="" type="checkbox"/> Part time program up to 19 hrs/wk
Nature of Business or Organization:			
826 Seattle is a non-profit writing center serving the city's youth by offering free drop-in tutoring, writing workshops and field trips to Seattle schools. 826 Seattle is fronted by a gift store, the Greenwood Space Travel Supply Co (GSTS), that sells space travel-themed gifts and novelties in custom designed packaging. Additionally the store serves as an important outreach tool to inform visitors about the work of 826 Seattle.			
Duties and Responsibilities:			
GSTS is a hybrid model of predictable revenue for our non-profit organization and disguised as a community outreach tool for 826 Seattle, a non-profit creative writing center for youth. Duties and responsibilities include: Assists the Store and Events Manager with special events, including: Coordinating in-store projects/events that inform store customers about 826 Seattle's mission; maintaining on-going writing projects that advance awareness of the organization; collaborating with the programming team to develop writing projects between store volunteers and youth in the after-school tutoring program. Works to ensure the smooth daily operation of GSTS which includes: Correspondence with and scheduling of store volunteers; assisting with identifying ways to promote the store and the organization's mission ; assisting with conceptualizing new products; keeping inventory stocked and well organized; assisting in the store when needed.			
Minimum Qualifications:			
The ideal candidate has an interest in innovative approaches to running a successful small business, and non-profit management. We seek someone who is able to see things in a global context while paying close attention to details. He or she is someone who is outgoing, does not shy from people, and likes the buzz good brand identity creates. Qualities are: Positive attitude, flexibility, and problem solving mentality; responsible self-starter, task- and detailed-oriented; above-average, bordering on exceptional, organizational skills; background in creative writing a plus; knowledge of event production a plus; prior experience as a retail sales associate preferred; Non-profit Management and Business Administration or Literary Art majors a plus.			
Educational Benefits:			
This position will have educational benefits for students especially interested in Non-profit Management and Business Administration or Literary Arts / Creative Writing. This individual will learn ways of developing hybrid revenue models to sustain a non-profit organization; how to merge together a education mission with a business model in progressive ways; and gain valuable hands-on experience in a successfully growing creative writing center for youth. 826 Seattle, is part of a national organization, 826 National, founded by writer Dave Eggers. Individuals will take away from this experience, both practical skills of working for a non-profit, and a deeper understanding of excersing creative problem-solving.			

(For Work Study Office Use)

JOB NUMBER:

Program/Rate: FEDERAL _____% STATE _____%