



ECOMMERCE COORDINATOR (14-month Maternity Leave contract): JOB DESCRIPTION

Overview and Job Summary

The Ecommerce Coordinator will be responsible for managing Shoresh's ecommerce platform and sustainable products orders and inventory. They may provide occasional support with marketing.

We are looking for someone to join our team who understands the issues addressed by Shoresh's programs and initiatives, is committed to the values espoused by Shoresh, and can help to strength Shoresh's systems and structures while deepening our impact.

Duties and Responsibilities

The duties and responsibilities of the Ecommerce Coordinator are as follows:

- Maintain and improve Shop Shoresh (Shoresh's e-commerce platform), including updating product descriptions, photos, inventory/stock, and shop website;
- Maintain and improve organizational systems with regard to sustainable products (including tracking sales, distribution, orders, payment/invoicing, inventory of products, labels, and packaging);
- Organize and prepare Shop Shoresh orders;
- Take and upload new sustainable product photos;
- Place orders for products, labels, and packaging, as needed;
- Organize logistics for product shipping, delivery, and distribution;
- Support with organizing and coordinating Shoresh's annual Honey Harvest at Bela Farm;
- Support the Director of Engagement in planning and hosting Shoresh Markets/Pick-ups;
- Maintain and develop new partnerships with retailers and schools;
- Support the Director of Engagement in carrying out 2022 Sustainable Products Plan;
- Support the Director of Engagement in planning and facilitating Sustainable Products Committee meetings, as needed.

Pay, Schedule and Supervision

This is a part-time position (16 hours per week). The Ecommerce Coordinator will receive an hourly pay of \$20-\$24/hour, commensurate with experience. The Ecommerce Coordinator will be supervised by the Director of Engagement.



Qualifications

In particular, we are seeking someone who possesses the following skill set:

- Attention to detail;
- Ability to prioritize;
- Time management skills;
- Product marketing skills (including using multiple social media platforms);
- E-commerce platform skills, specifically Square and Square-Weebly (required);
- Microsoft Publisher skills, Adobe Creative skills, or Canva (preferable);
- Strong computer skills, including MS Word, Excel, e-mail, and the capacity to quickly learn and master new systems;
- Knowledge of the charitable sector;
- Strong communication skills, particularly, strong writing skills;
- Demonstrated creativity and innovation to solve challenges that may arise in an entrepreneurial environment.

How to Apply

Please send your cover letter and resume to [hiring@shoresH.ca](mailto: hiring@shoresH.ca) by Wednesday, July 20, 2022. Attachments must be labelled with the applicant's full name.

In your cover letter, please help us understand why you're the ideal candidate by addressing the following questions:

1. What interests you most about this position?
2. Based on the qualifications, why are you a strong candidate?
3. What excites you about ShoresH's mission?

Our sincere appreciation to all those expressing interest in this position, however, only those applicants invited for an interview will be contacted.

ShoresH is an equal opportunity employer. We embrace diversity and encourage people of all backgrounds, abilities, orientations, and identities to apply.