



## SALES ASSISTANT - Position Description

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August 1, 2010

**Summary:** Anza-Borrego Foundation (ABF) is seeking a part-time, skilled Sales Assistant to support the interpretive sales operations at the ABDSP Visitor Center and State Park Store in Borrego Springs, CA. This position will assist with sales operations at these two retail locations, for online orders, and for a mobile trailer. The Sales Assistant reports to the Interpretive Sales Manager. Hours are mostly weekends and holidays.

**Position Overview:** This is an entry level position with the possibility of promotion to Interpretive Sales Manager. Applicant must be willing to work with a team to further the mission of Anza-Borrego Foundation and Anza-Borrego Desert State Park.

**Key responsibilities include:** banking, book keeping, stocking, ordering, product development, inventory, answering questions from Park visitors and cashiering.

**Compensation:** Competitive hourly rate, depends on experience

**Special requirements:** This job requires the ability to lift up to 50 pounds. The hours are mostly weekends and holidays.

**Qualifications:** High school diploma; Must be highly organized, enthusiastic and responsible – the ability to work independently is a must. Strong interpersonal skills with direct retail experience and proficiency in Microsoft Office are required. Knowledge of general accounting, ordering and receiving merchandise, product development and internet sales is preferred. Experience with Quickbooks and Point of Sale software is a strong plus.

### **Apply:**

Send resume and three references to ABF by email, fax or mail:

- Email: [info@theabf.org](mailto:info@theabf.org)

- Fax: 760-767-0465

- Anza-Borrego Foundation, PO Box 2001, Borrego Springs, CA 92004

ABF will accept applications beginning Aug 1, 2010 until the position is filled. No phone calls please.

**About Anza-Borrego Foundation:** Founded in 1967, ABF is a nonprofit educational organization, land conservancy, and the sole cooperating association of Anza-Borrego Desert State Park®. ABF's mission is to protect and preserve the natural landscapes, wildlife habitat, and cultural heritage of Anza-Borrego Desert State Park® for the benefit and enjoyment of present and future generations. Anza-Borrego Foundation's Institute provides classes to more than 3,000 adults and children each year, covering topics such as botany, astronomy, photography, paleontology, native cultures, desert wildlife, and more. For more information, visit [www.theabf.org](http://www.theabf.org).