



## JOB ANNOUNCEMENT

Anza-Borrego Foundation (ABF) is the official nonprofit partner of Anza-Borrego Desert State Park. We raise funds for initiatives in the Park, acquire land for conservation, educate the public about the Park's resources, and fund research relevant to our region. ABF also operates two retail locations that sell interpretive merchandise like books, apparel and that helps visitors discover and remember the wonders of the park. Our small, dedicated staff—together with board and volunteers—works hard to protect the park and cultivate an understanding and appreciation of this land.

### Title: Foundation Ambassador (Retail Associate)

#### Position Summary

ABF is seeking an energetic and motivated individual to support the daily operations of ABF's retail stores acts as an ambassador for Anza-Borrego Desert State Park and ABF. The ideal candidate is reliable, friendly and energized by public-facing work. The primary duty of the position is to ensure that every visitor receives excellent customer service. Ambassadors proactively sell products, provide information about ABF and ABDSP, recruit ABF supporters, and stock merchandise. This is a full-time, seasonal position (November-April) and hours vary from 8:30 am to 5:30 pm, including weekdays and weekends.

**Start Date:** November 1, 2024 – April 30, 2025

**Reports to:** Retail Director

**Compensation Range:** \$16.00-17.00 per hour

**Job Location:** In-person at the ABF State Park Store and ABDSP Visitor Center.

**Job Type:** Hourly, full-time, seasonal (November – April)

**How to apply:** Applications will be accepted and reviewed on a rolling basis until we find the right candidate. **Email a cover letter and resume to Retail Director Mario Mouett: [mario@theabf.org](mailto:mario@theabf.org).** Your cover letter must describe your interest in the position, or your application will not be reviewed.

#### Essential Duties and Responsibilities:

- Responsible for cash handling and customer sales.
- Tag merchandise and maintain a fully stocked store.

- Answer questions and give guidance to visitors to help make the most out of their visit to Anza-Borrego Desert State Park in accordance with Park rules.
- Execute opening and closing procedures, prepare daily deposit.
- Assist with online order fulfillment and processing.

**Other Skills and Abilities:**

- Act as first point of contact by welcoming customers entering the store.
- Ensure a high level of customer satisfaction through excellent sales service.
- Maintain outstanding store conditions and visual merchandising standards.
- Provide customers with product information and answer questions.
- Keep up to date with product information.
- Support Retail Manager in making new orders.
- Receive and tag merchandise.
- Answer questions about Anza-Borrego Foundation's programs and membership.
- Maintain regular/predictable attendance record.
- Have ability to get along and work well with others.
- Assist with restocking the Visitor Center.
- Assist with book signing and fundraising event coordination.
- Participate in retail meetings.
- Keep up to date with park information.

**Physical and Emotional Demands:**

- Maintain a friendly and positive demeanor.

**Supervisory Responsibilities:** This job has no supervisory duties.

**Benefits:** Monthly cell phone stipend, sick leave plan, wellness stipend, optional Retirement Savings Program, 50% off merchandise in our retail stores.

*Anza-Borrego Foundation is an equal opportunity employer. We welcome qualified applicants from all backgrounds to apply. We value, advocate for and support inclusion throughout our organization. We embrace a respectful, diverse environment for employees and the people that we serve.*