



Internship Opportunity: Retail Intern

Do you like shopping? The Environmental Nature Center Retail Internship program may be the perfect fit. Retail Interns provide sales and stocking assistance to the Nature's Gifts manager. Interns are responsible for interacting with the public including greeting and welcoming visitors, answering questions and providing information about the Nature store and acting as a representative of the Nature Center. As an ENC intern, you'll receive mentoring and training in the exciting world of green products – an experience you won't find in the classroom. During your internship, you'll have the opportunity to:

Position: Retail Intern (up to 20 hours/week with flexible work schedule)

Pay Rate: Unpaid, class credit with school approval.

Responsibilities:

- Interacting with customers to ensure they are served including answering questions, assisting them with purchases, cashiering and encouraging their return.
- Assist in merchandising, creating displays to coincide with upcoming educational events and programs.
- Price and re-stock merchandise as needed.
- Preparing daily transaction reports and balancing the cash drawer.
- Perform data-entry to ensure accurate inventory numbers.
- Work with the Store Manager in day-to-day operations as well as special projects.
- Miscellaneous duties, which may include product research.

Skills and Experience:

- Excellent interpersonal and customer communication skills
- Excellent written, verbal, and listening skills
- Great phone presence
- Enthusiastic
- Computer literate
- Dependable and reliable
- Self-starter, very motivated
- Highly detail-oriented and organized
- Can think critically and thoughtfully to execute project-based assignments
- High school or college student or recent graduate

APPLICATION AND SELECTION INFORMATION

Resumes may be submitted via email: lori@encenter.org. For additional information, please call Lori at (949) 645-8489 ext. 103. Recruitment is ongoing.

The Environmental Nature center will review applications. Applicants with the most pertinent experience, education and training may be invited for an interview. The Environmental Nature Center is an equal opportunity employer.