



Theodore Roosevelt Nature & History Association

Employment Announcement

Organization: Theodore Roosevelt Nature & History Association

Location: Medora, ND

Position Title: Operations Assistant

Status: Seasonal (May through August)

Reports to: Executive Director

Theodore Roosevelt Nature & History Association (TRNHA)

Theodore Roosevelt Nature and History Association, a nonprofit organization, exists to assist and support Theodore Roosevelt National Park, Knife River Indian Villages National Historic Site, and Upper Souris National Wildlife Refuge. Proceeds from our retail operations, memberships, and donations support the educational, interpretive, and scientific research programs to enhance the experience of park visitors.

Position Description

TRNHA is looking for someone who is energetic and excited to learn and share their knowledge of the park and surrounding area with visitors. The primary duties of the Operations Assistant will include assisting the Executive Director with management of store inventory, web sales, TRNHA's membership program, special events, and store operations including training staff. This position is an excellent opportunity for someone who is well-organized, self-motivated, and has strong social skills.

Responsibilities

- Maintain TRNHA's inventory
- Overseeing all merchandise receiving and issuing inventory to outlying locations. (You may need to transport items in personal vehicle, but TRNHA will reimburse for miles travelled)
- Process and maintain records of all online, mail, and wholesale orders.
- Operate the Point of Sales System to sell merchandise to visitors
- Promote TRNHA's mission through membership sales and education of park visitors.
- Perform regular site visits to outlying locations to ensure shelves are stocked and needs are met. (You will be required to use your personal vehicle, but TRNHA will reimburse for miles travelled)
- Prepare, assemble, and distribute products to support TRNHA's mission, including membership mailings and e-newsletters.
- Assist with the updating of TRNHA's website and social media pages.
- Maintain and ensure punctuality and a professional appearance
- Assist the director in the planning and hosting of special events, meetings, and activities.
- Keep TRNHA's sales and storage areas clean and organized.



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Physical Demand

- Standing for long periods of time when working the guest service desk
- Reaching and bending while cleaning and stocking
- Lifting book boxes weighing as much as 40 lbs.; pushing carts of products weighing up to 150 lbs.
- Operations Assistant may be asked to assist with events outdoors in extreme temperatures.

Qualifications

- Bachelor's Degree
- Attention to detail and strong organizational skills.
- Money handling experience
- Experience using Microsoft office software
- An in-depth knowledge and understanding of Social Media platforms
- Knowledge of customer service practices
- General knowledge of merchandising techniques
- Ability to work independently, with minimum supervision
- Ability to function in a team environment.
- Ability to communicate orally in order to provide general information to park visitors in an understandable pleasant manner and to handle routine problems.

Compensation and Schedule

- Salary is dependent on experience
- Seasonal Employment is available May through August (this is flexible and will be discussed at interview)
- Typical work hours will be 8:00 to 16:30 MT (However in certain situation you may be asked to work until 18:00 MT)
- This position offers a 40 hour work week, you will be asked to work weekends.
- Applicants must have personal transportation in order to travel to and from site. (TRNHA will reimburse mileage)

How to apply:

Interested applicants should complete an application at www.trnha.org/employment.html

If you have questions and would like more information on the position please contact Tracy Sexton at tracy_sexton@trnha.org or 701-623-4884