



Resumes will be accepted until  
September 15, 2017

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## Job/Position Description

### **JOB/POSITION TITLE: Gift Shop Assistant**

Date: August 10, 2017  
Reports To: Gift Shop Director  
Status: Part-time position. Must be available some evenings and weekends.

### **SUMMARY:**

The Gift Shop Assistant is responsible for working with bridal registries, marketing and selling items for the Gift Shop, attending all Gift Shop shows as well as staffing the Gift Shop.

### **JOB RESPONSIBILITIES:**

- Manage special orders and Bridal Registries in Gift Shop
- Assist customers with ceramic purchases and gift wrapping
- Pack ceramics for off-site shows
- Working Gift Shop on Second Saturday of each month in addition to other Saturdays through Spring and Holidays
- Receive and process inventory
- Any other duties and tasks set forth by Gift Shop Director

### **POSITION QUALIFICATIONS:**

- Excellent communication skills are absolutely necessary.
- Familiar with working retail. (i.e. displays, logistics of off-site events, inventory, marketing, etc.)
- Computer literacy with competency in Microsoft Excel and other Microsoft Office products. .
- Computer competency in publishing programs and web designs is a plus.
- Strong project management and time management skills. The Gift Shop Assistant must have the ability to work within tight time lines.
- Energetic and creative attitude with a strong customer-service orientation; enthusiasm for the mission of the Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization.
- Ability to be trained to perform CPR, transport and care for Seedsters during an emergency situation as well as to drive a 15 passenger van.