

Job, Internship and Career Opportunities - **Worldgoods Fair Trade**

Position: Sales/Customer Service Associates

About Worldgoods Fair Trade

Worldgoods Fair Trade is a company primarily concerned with retail sales of ethically-created and sourced handmade gifts and commodities that benefit impoverished communities and the environment.

The official mission of Worldgoods is to promote fair, long-term sustainable development for artisans and the world's poor in several countries, and to stimulate cultural awareness and diversity education within our own community. We accomplish this mission by promoting and selling fair trade products in a variety of venues, hosting awareness events, giving back to local organizations through our fundraising program, and visiting artisan groups to realize our impact, provide assistance and improve trade relationships.

During 2008, Worldgoods Fair Trade hopes to accomplish an aggressive growth in sales, create a strong brand identity, and establish a profitable, high-traffic retail store and online business with stellar customer service for new and repeat customers.

Job Description / Anticipated Responsibilities

We are seeking honest, capable and friendly individuals to assist in day-to-day operations of our retail and online store. Specific tasks the chosen individual will perform/help to perform include but are not limited to: answering phones, cashiering, online and in-person customer service, setting retail displays, inventory management, packing, shipping, maintaining storefront and attending or staffing promotional events.

Skills / Qualifications / Experience Preferred:

High School Degree, high-school course work, or experience including:

Basic Mathematic Skills

Good Communication Skills

Retail, Cashier, or Sales Experience Preferred

Basic Computer Skills

Other Skills / Qualifications:

Applicant must understand and be committed to the principles of Fair Trade

Applicant must also be willing to do all operational tasks when asked - including but not limited to unloading imported and domestic merchandise shipments, product testing, setting retail displays, assisting in mailing and promotional events

Applicant must maintain sincere interest in/knowledge of global issues and geography, especially pertaining to third-world

Applicant must be able to manage store operations in the case of being only employee in store during certain hours

Salary / Income and Benefits Information

Starting pay will be set at \$8.00 / hour, with opportunities for advancement and raise(s) upon employee review and performance.

Position begins without additional benefits, and will be considered for full-time employees after a period of one year.

Hours / Flexibility:

Anticipated retail hours of operation for our new store location will be 10 a.m.-7 p.m., 6 or 7 days per week. We will schedule employees based on the number of hours desired / availability. All applicants should be willing to work at least 10 hours per week. On occasion, employees may be asked to work outside normal store hours to attend or assist with on-site and off-site events, including festivals, fundraisers, and trade shows.

How to Apply:

Applications will be accepted **by email only** to: fairtrade@worldgoodsgb.com. Worldgoods will contact qualified individuals.

REQUIRED: Please send a résumé to email address listed above.

OPTIONAL: Providing one or two professional references is not required, but will strengthen an application.