

Adventist Historic Properties, Inc.
Adventist Heritage Ministries

12501 Old Columbia Pike
Silver Spring, Maryland 20904



Adventist Heritage Ministries
Heritage Shoppe

411 Champion Street
Battle Creek, Michigan 49017

JOB DESCRIPTION

Heritage Shoppe Manager Historic Adventist Village, Battle Creek, MI

POSITION SUMMARY

The Heritage Shoppe Manager position is a part-time position.

The Heritage Shoppe Manager reports directly to the Executive Director and is responsible for managing and coordinating the Heritage Shoppe business functions for the purpose of supporting the organization's goals and objectives. The Manager oversees the business actions and development of all local shoppes under Adventist Heritage Ministries and its online shoppe.

The Site Heritage Shoppe Manager position has five separate but related goals:

1. To provide a welcoming, hospitable environment for visitors at the local Heritage Shoppe in Battle Creek.
2. To coordinate and operate the Heritage Shoppe in Battle Creek in collaboration with the Heritage Shoppes at the other sites and the Heritage Shoppe Committee and to report twice yearly to the AHM Board.
3. To develop, update, and operate the online shoppe on the AHM Webpage.
4. To serve as a contact person with Publishing Houses and Adventist Book Centers.
5. To seek in unobtrusive ways to provide customers with an opportunity to contribute financially to the operation and upkeep of Adventist Heritage Ministries, plus invite them to provide their name, postal mailing address, and email address to receive the *AHM Bulletin*, if they are so inclined.

GENERAL DUTIES AND RESPONSIBILITIES

The Heritage Shoppe Manager is responsible for

- approving, ordering, and maintaining all product inventory for all Heritage Shoppes (Battle Creek, Bates Home, Edson Farm, Miller Farm, Booth).
- keeping product pricing current and running sale incentives.
- filling shop orders received via Web, phone, mail, in-person, or email.

- maintaining the Heritage Shoppe Website in cooperation with the Sys admin.
- keeping mail, office and store supplies stocked.
- increasing AHM and Heritage Shoppe exposure by attendance at conferences/seminars/events as requested by Executive Director, AHM Board and committees.
- reporting the Shoppes' sales to the accountant.
- ensuring that the HAV Shoppe is open and appropriately staffed.
- continually being aware and keeping informed about new books and media.
- suggesting/creating new products, in cooperation with the Shoppe committee.

ADDITIONAL DUTIES

- Tour Guide as needed. Dealing skillfully with a diversity of visitors under a variety of circumstances.
- Keeping in close contact with the Executive Director, and providing the following items:
 - A monthly report containing
 - Number of sales
 - Expenses / Income
 - Other statistics (if requested by the Executive Director)
 - Special activities /events
 - Challenges / Plans
- Staying within the voted budget. If any expenses exceed the budget, the Executive Director must be contacted for approval before proceeding.

QUALIFICATIONS

- Must be a firm supporter of the Seventh-day Adventist Church and in harmony with the objectives of Adventist Heritage Ministries.
- Have basic entry-level computer skills and ability to perform simple accounting functions.
- Have good interpersonal skill and phone presence.
- Previous sales experience is a plus.

The list above is illustrative and is not intended to describe every function that may be performed in this job. The omission of specific statements does not preclude the AHM Board or the Executive Committee or Executive Director from assigning specific duties not listed if such duties are a logical assignment to the position.