



Position Description

MERCHANDISE INTERN

About Appalachia Service Project (ASP)

Appalachia Service Project, Inc. (ASP) is a Christian ministry, open to all people, that inspires hope and service through volunteer home repair and replacement in Central Appalachia. ASP is a non-profit 501(c)(3) organization. Using the skills and efforts of thousands of volunteers, ASP provides home repair and replacement to low-income families in Central Appalachia.

ASP staff have a personal commitment to Christian faith and service to others. In a spirit of Christian love and service, ASP accepts people right where they are, just the way they are.

Position Overview

The Merchandise Intern will assist the ASP Merchandise Task Force in the tracking and distribution of merchandise across a five-state service area during the summer program. The intern will report to the Marketing and Communications Manager, while also working closely with ASP's Ministries Team. The intern will require excellent communication and organization skills, as well as being a self-motivated individual.

Key Responsibilities

- Inventory Control
 - Arrange pre-packed merchandise boxes with initial inventory to go out to approximately 24 locations at the beginning of the summer program
 - Arrange and coordinate delivery of larger pre-packed boxes that will go out to each regional "restock hub"
 - Train summer staff on the system for tracking merchandise inventory and act as a primary contact for staff needs throughout the summer
 - Follow up on inventory each week to see what centers have, what centers need, and who still needs to enter information for the week
 - Track sales via Finance Accelerator program and compare with inventory form to ensure accuracy
 - Create plan to have staffs enter inventory and pack up all remaining inventory at the end of the summer
 - Work with the Merchandise Task Force to identify reorders needed from distributor (Lakepointe)

- Distribution

- Ensure that each regional merchandise “restock hub” is stocked with enough merchandise to fulfill additional orders from centers for more inventory
- Coordinate distribution with Ministries Program Managers and Support Staff for bi-weekly restocking of centers
- Travel to individual field locations and regional merchandise “restock hub” for merchandise needs that cannot be easily coordinated with pre-existing travel plans (especially unexpected large orders, incorrect orders, etc)
- **Communication**
 - Work closely with Lake Pointe to check on online orders, inventory, and distribution
 - Report on sales trends, outstanding staffs, tips, announcements, and additional communications each week in the curated weekly newsletter to summer staff
 - Work with the Ministries Department to communicate any issues and needs that arise
 - Communicate with volunteers/customers who have questions about merchandise or problems with their order
 - Work with the Marketing and Communications Manager to promote merchandise on Facebook, Twitter, Instagram, etc.
 - Train summer staff to display summer merchandise in centers and ensure PM’s follow up on this display to ensure it’s visible to all volunteers

Key Competencies

- High school graduate, with one year college education or work experience equivalent
- Highly organized and willing to take on a variety of tasks
- Excellent social skills including the ability to relate in a positive manner with all cultures and socio-economic audiences
- Excellent oral and written communication skills required
- Desire to serve others by working within a Christian organization
- Ability to manage multiple projects at the same time and meet deadlines
- Proficiency in use of Microsoft Office suite of programs
- Ability to travel up to 60%

To Apply

Please submit a resume and cover letter to Cara.Schoettes@ASPhome.org by March 1, 2020 to be considered.