



Bookstore & Volunteer Coordinator (Full Time)

Charleston FRIENDS of the LIBRARY has been empowering literacy and learning in Charleston County since 1982! We fundraise to support the programs offered across the 18 branches of the Charleston County Library (5779 offered last year) and provide our community access to free and affordable books.

We are hiring for the position of Bookstore & Volunteer Coordinator. This role is essential in supporting both our rapidly-growing bookstore located in the Citadel Mall and our vibrant community of over 300 volunteers who dedicate their time and talents to support our organization each year.

This full-time position requires a commitment of 40 hours per week. There will be some need for evening and weekend hours. Location is at the FRIENDS Store and Sorting Room in the Citadel Mall Charleston.

The hire will serve under the supervision of the Executive Director and coordinate with Organizational Committees. This role requires a dynamic and organized professional who can effectively manage multiple tasks and foster collaboration among various teams.

Responsibilities

Volunteer Coordination (25%)

- Respond to volunteer interest
- Onboard and coordinate volunteer schedules for Store, Book Sales and Events
- Maintain volunteer records and track all volunteer hours (Booksales, Sorting Room and Retail Store); prepare monthly report for Executive Director

Store Coordination (50%)

- Maintain monthly volunteer schedule and fill in as needed
- Manage inventory and source books for store from book donations
- Tracking and reporting daily sales
- Manage Store Social Media
- Manage Store events/sales/promotions
- Assist with development and management of on-line sales

Event Assistance (25%)

- Assist with planning and execution of off-site events

Qualifications

- Bachelor's or Associate's degree, or equivalent experience
- 3+ years' related profession experience required; experience in nonprofit sector and/or with volunteers preferred
- Experience working in a flexible, hybrid work capacity
- Experience with Google, Microsoft Suite, Canva, Social Media, volunteer management platforms, and Constant Contact helpful

Skills/Competencies

- Ability to multi-task; can handle multiple priorities and deadlines
- Strong attention to detail
- Strong time management and organizational skills
- Able to build effective relationships within FRIENDS organization
- Solid administrative and project management skills
- Effective written and verbal communication skills
- Must be able to lift 30+ pounds

We encourage interested candidates to view our website, www.charlestonlibraryfriends.org and social media (@chaslibfriends) to learn more about our organization.

Interested candidates are encouraged to apply by submitting an application to director@charlestonlibraryfriends.org.

Please include:

1. Resume
2. Cover letter outlining your view on the importance of local literacy and why you are interested in and qualified for this position
3. Two references

Benefits

Salary: \$42,000/annual

10 Vacation days (annual)

Health insurance/retirement packages not provided

Charleston FRIENDS of the Library is an equal opportunity employer that does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or any other legally protected status