

Position: Bookstore & Library Operator

Office Location: 5987 Bathurst St, Toronto, M2R 1Z3

Job Type: Part time

Organization: Jewish Russian Community Centre of Ontario (JRCC)

JRCC is growing and is looking to expand its physical bookstore as well as setting up and selling books on-line. We are looking for the Bookstore & Library Operator to join our team and run the on-line and physical bookstore. In addition, we want to revamp our library, expand it and make it on-line as well.

Responsibilities:

Operational and administrative functions:

- Create and maintain inventory
- Process and coordinate books orders
- Develop, coordinate and ensure smooth operation of both the store and the library, both physical and on-line
- Serve as the primary point of contact for all suppliers, staff and clients for the book store and the library

Outreach and communication:

- Build and maintain relationships within the community to boost community awareness
- Build and maintain relationships with publishers and books distributors
- Create and deliver e-flyers/ads/posters
- Manage social media campaigns to promote the bookstore and the library
- Develop new partnerships
- Collaborate with local branch management
- Research market trends

Requirements:

- Deep appreciation and knowledge of Jewish values, culture and traditions
- Fluent, high level of speaking, writing, reading English and Russian – a must
- Hebrew/ speaking – a strong asset
- Proven track of 3-5 years' experience in that field – a must
- Strong leadership skills, partnership and collaboration skills
- Self-starter, well organized, detail-oriented and capable of prioritizing numerous tasks
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases

Please send your resume to: resume@jrcc.org

Only relevant candidates will be contacted. Review of applications will continue until the position is filled.

No phone calls please.