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.

JRCC is an equal opportunity employer, and we welcome applications from people with disabilities.
Accommodations during the application process are available upon request.