



## Position Description

Position Title:	Bookshop Manager
Reports to:	Project Support Officer, Landcare Queensland
Scope:	To manage the Landcare Queensland Bookshop
Location:	Landcare Discovery Centre, Campbell St, Toowoomba
Terms of employment:	This is an unpaid volunteer position.

Ideally we are seeking a volunteer who can commitment to approximately four hours per week, during normal business hours.

### About the organisation

Landcare Queensland is a not for profit organisation providing support to landcare and community groups throughout Queensland.

Landcare Queensland is a small and dynamic organisation which carries out a range of diverse tasks and activities to support the Landcare community. The successful candidate will be working as part of a small team who share a large workload of projects and initiatives.

We are seeking an individual who is passionate about the environment and the people working to protect it. Ideally, the successful candidate will be a team player with a good understanding of administrative processes and customer service principles.

More information about Landcare Queensland is available at [www.landcare.org.au](http://www.landcare.org.au).

### About the position

Landcare Queensland is seeking an enthusiastic and organised individual to oversee the running of our online bookshop. Landcare Queensland's online bookshop stocks a range of natural environment, community development and recreational reads. All proceeds from the bookshop are directed back into the running of the organisation to help support landcare groups in Queensland.

**Essential skills or experience:**

- Administration capabilities and ability to prioritise tasks;
- Excellent communication skills both written and verbal;
- Proficient in Microsoft office products including Word, Excel and Outlook;

**Desirable skills and experience:**

- Experience in using MYOB or the ability to learn;
- Excellent customer service skills;
- Working knowledge of Microsoft Access or similar database software, and
- An understanding of the not for profit sector and all its quirks.

**Key responsibilities and tasks:**

1. To process bookshop orders, including using MYOB to process payments, managing electronic and paper filing associated with orders and postage and handling of stock;
2. Ordering and tracking stock and keeping the bookshop catalogue up to date, and
3. Management of bookshop promotions.