

*Position Description*

# Book Corner Manager

St. Paul Lutheran Church, Davenport, Iowa

**Individual:** \_\_\_\_\_ **Employment:** 20 or 25 hours per week

**Reports to:** Pastor Sara Olson-Smith

**Position Objective:** To manage all aspects of St. Paul's bookstore, a non-profit ministry grounded in quality book selection, thoughtful card and gift items, 24/7 faith initiatives, and global justice.

**Core Competencies:** Good management skills  
Strong organizational and computer skills  
Creative capacities for conceiving, planning, and implementing bookstore projects  
Basic knowledge of and/or interest in the religious and theological book world  
Leadership skills for recruiting, coordinating and inspiring volunteers  
Ability to work in a team setting  
Committed to maintaining an outreach component to the bookstore's operation

**Essential Responsibilities:**

- Order books and (order or supervise the ordering of) all gift and other inventory
- Sales record-keeping
- Operate the Book Corner computer software, updating software as necessary
- Coordinate a small Book Corner Team of individuals who will assist with the direction of the store's ministry and store policies
- Lead and be present with Sunday-morning bookstore volunteers, Sunday morning hospitality and support, and store closing as appropriate
- Coordinate bookstore hours w/church ministry activities and special events
- Plan and manage an annual store inventory with volunteers
- Plan and oversee an annual budget and monitor month-to-month spending
- Monitor inventory levels
- Return unpurchased items to vendors
- Participate in Wednesday staff meetings as often as possible, and staff gatherings or retreats
- Connect congregational learning and events with fresh bookstore displays and inventory
- Coordinate with, and be responsive to, the work of the book selection team

**Desired Characteristics:**

- Active personal faith
- Strong leadership
- Heart for people
- Integrity
- Self-motivated
- Congregationally-minded
- Team player