



www.newmexicopetsalive.org

Online Retail Sales Assistant

JOB SUMMARY & RESPONSIBILITIES: The New Mexico Pets Alive (NMPA) Online Retail Sales Assistant paid positions are part-time opportunities with flexible scheduling. These positions use social media as well as offline marketing optptys to help drive sales at our new online stores scheduled to launch min-May 2018 at <http://www.newmexicopetsalive.org> and <http://www.caninecafe.org>. Our online store sales will help provide support for NMPA current [programs](#) and other future programming. This position will work fairly independently so candidates should have a high level of self-motivation and organization skills.

Skills and Qualifications:

- Bachelor's degree preferred but not required
- Ability to plan and execute successful social media and other marketing campaigns to help meet online store sales goals
- Strong communication, multi-tasking and organizational skills
- Excellent attention to detail, problem solving and time management skills
- Ability to work independently and use judgment within established guidelines
- Excellent office software and social media skills

Other Requirements:

- In home office/computer set up with high speed internet access
- Cell phone with data plan for sending and receiving calls/media files and text messages

Thank you for your interest in pursuing this position with NMPA. NMPA is an equal opportunity organization. All qualified applicants will receive consideration for this position without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

How to apply: Send resume and cover letter and salary requirements to: mail@newmexicopetsalive.org with 'Online Store' in the subject line.