



**BUSINESS MANAGEMENT INTERNSHIP (Stipend)
Job Description**

Position: Business Manager Assistant in the Gift Shop Operation at Coastal Maine Botanical Gardens

CMBG Mission: Coastal Maine Botanical Gardens is committed to the protection, preservation, and enhancement of the botanical heritage of coastal Maine for people of all ages through horticulture, education, and research.

Internship Mission: Prepare college students to enter the field of business management by providing an understanding of the key components that drive sales and profits. This is an opportunity to learn and apply relevant business management skills in a fast-paced environment with an experienced business leader.

Academic/Experiential-Learning Nexus:

Economics/Business Management; Human Resources Management; Merchandising Management

Position Summary:

The Business Manager Assistant Internship offers hands-on experience in all facets of running a small business, including:

- ◆ Assist in managing sales for maximum performance: builds an understanding of the business plan; learns the key skills of sales analysis; helps determine action steps to respond to changing business conditions; assists with appropriate changes to sales floor.
- ◆ Assists in staff communications and staff management.
- ◆ Assists in physical management of incoming stock, placement on the floor for maximum sales impact, and efficient stockroom management.
- ◆ Learns the purchasing cycle: reads sales reports, helps determine order/reorder needs, places orders, receives merchandise into inventory, processes invoices for vendor payment.
- ◆ Assists in managing the internal office operations for efficiency and effectiveness.

Qualifications:

The successful candidate must have an interest in business management and course work in economics; solid organizational skills; computer skills; an ability to work well with different kinds of people; an interest in learning more about the Coastal Maine Botanical Gardens environment.

Schedule:

This is a 9 a.m. to 5 p.m. position, Monday to Friday, with some weekend duty in lieu of a weekday, from May 15 to August 25.

Send resume to:

Alicia Riddell, Manager of Gift Shop, Coastal Maine Botanical Gardens, P.O. Box 234, Boothbay, Maine 04537; or email Alicia at ARiddell@mainegardens.org