

The Nifty Knitter

Online Coordinator

Reports to: Benjamin Bentler Owner

Summary of Position:

This person is responsible for the efficient management and productivity of The Nifty Knitter online store. This person is accountable for keeping online inventory/in-store inventory up-to-date. Also they create new class webpages and regularly update new kits as they become popular. Keeping their finger to the pulse of the knitting community both online and locally is quite important in order to keep the website fresh and changing. Attention to detail is a must and having a firm grasp of language is very helpful. This position works very closely with the owner of the store as well as the store and media coordinator to create a cohesive brand amongst the whole company. NO CODING SKILLS NECESSARY.

Duties include (but are not limited to):

- Being aware of and having a working relationship with the owner on strategy for the future including new yarn lines and products that will be brought into the store
- Availability to answer questions through email or on social media platforms
- Keeping the website up-to-date with stock counts and fulfilling any orders that come through the websites.
- Add and remove interesting kits and yarns as they become available through Ravelry and our stock in-store
- Help on visual merchandising

Experience Required

- Excellent organization skills
- Willingness to learn online platforms to grow your skill sets

Experience Preferred

- Comfortable using Ravelry, SquareUp, Acuity, and Squarespace (or willing to train in any or all of these)
- Familiarity with Apple computer products

This is a position has plenty of opportunity for those interested in learning more about this element of the business to be trained. We have lots of knowledge and a very easy going atmosphere to get you in a place to feel good at your job. This can be done in home or in store.

The Nifty Knitter has a very strong background and belief in creating a happy-go-lucky work environment. It's a space where all are welcome and has zero tolerance on discrimination of any kind. Every person working with our small business has a forward-thinking, can-do attitude no matter what the situation.