



Position Advertisement

Retail & Rental Sales Associate

Details

Status

Part-time, 24–32 hours per week.

The anticipated schedule is Thursday – Sunday. Some flexibility is available; however, Sundays are required.

FLSA Status: Nonexempt

Location

Beechwood Farms Nature Reserve, 614 Dorseyville Road, Pittsburgh, PA 15238.

This position is on-site.

Department

Operations

Reports To

Retail Manager

Salary Range

\$16.50-18.50/Hour

To Apply

Send resume and cover letter as a single pdf file via email to Samantha Ditch at sditch@aswp.org

Position Posting

Posted on July 30, 2026. Open until filled.

Job Summary

The Retail Sales Associate supports nature store operations, organizes and coordinates facility rentals at Beechwood Farms Nature Reserve, while providing excellent customer service to store patrons, rental parties, and visitors.

Working with the Retail Manager and store volunteers, this position helps ensure smooth daily retail operations, maintains the online store product catalog, and fulfills online orders. The Retail Sales Associate also responds to rental inquiries, schedules rentals, develops and issues contracts and invoices, prepares rental spaces, and provides staff oversight during these events.

Responsibilities

Daily Store Operations

1. Complete opening and closing procedures and ensure the facility is secure at the end of each shift.
2. Assist nature store patrons, complete transactions, and provide exceptional customer service.
3. Support nature store volunteers and delegate appropriate tasks to the volunteer team.
4. Assist the Retail Sales Manager with tasks including ordering store products, receiving merchandise, merchandising displays, researching products, and stocking shelves.
5. Maintain member relations and support membership growth by introducing membership opportunities to visitors, communicating member benefits, processing new memberships and renewals, and helping achieve annual membership goals.
6. Keep the nature store and storage areas organized, stocked, and clean.

Online Store Maintenance

1. Ensure products on the online storefront are accurately represented with product descriptions, dimensions, and photography.
2. Maintain materials and supplies needed for product shipping.

3. Fulfill online orders and maintain accurate order records.

Facility Rentals

1. Support ASWP's earned revenue goals by promoting facility rentals, providing exceptional customer service to prospective renters, conducting venue tours, and assisting customers through the rental sales process.
2. Respond to rental inquiries in a timely fashion.
3. Review the master ASWP calendar for potential program conflicts and communicate with ASWP staff before booking rentals.
4. Book facility rentals, issue invoices to rental parties, and maintain communication before each rental.
5. Issue contracts to rental parties and ensure contracts are understood and signed by rental parties.
6. Ensure rental spaces are clean and appropriately set up for each rental.
7. Provide staff oversight during rentals to ensure events remain safe and enjoyable for guests.

Qualifications, and Experience

1. Retail and customer service experience.
2. Experience using Point of Sale (POS) software.
3. Ability to work independently and alongside a volunteer team.
4. Strong written and verbal communication skills.
5. Attention to detail and ability to anticipate needs.
6. Transportation to and from Beechwood Farms Nature Reserve.

Benefits

1. Paid time off and paid holidays according to the ASWP Employee Handbook policies are offered for this position.
2. 40% employee discount at the Beechwood Farms Nature Store

Work Environment & Physical Requirements

Based at Beechwood Farms Nature Reserve in Fox Chapel. This position includes regular weekend hours and requires occasional evening shifts as rentals require. The position routinely involves standing for extended periods of time, and lifting materials up to 40 lbs.

The Organization

Audubon Society of Western Pennsylvania connects the people of southwestern Pennsylvania to birds and nature through its programs, projects, and places.

Founded in 1916, Audubon Society of Western Pennsylvania (ASWP) is an environmental education and conservation engagement organization based in Pittsburgh (Fox Chapel). ASWP is a fiscally and legally independent chapter of National Audubon and serves a seven-county region consisting of Allegheny, Armstrong, Beaver, Butler, Fayette, Washington, and Westmorland counties. Through robust programs, projects, and places, ASWP educates and inspires the people of southwestern Pennsylvania to be effective stewards of the natural world and to help create more bird-friendly communities. Each year, ASWP engages over 20,000 students — from pre-K through college — in formal, hands-on, natural history programs. ASWP also reaches more than 10,000 adults and families through programs that create environmental literacy and excitement for the natural world. Among the programs and initiatives available:

- In-school Programs: ASWP programs connect students in schools, on its reserves, and online to the wonders of birds and nature. These programs are an entry point to life-long learning and stewardship.
- Master Birder Program: This program is designed to provide participants with techniques to enhance their existing avian identification skills including identification by sight and sound, and understanding avian biology, local ecology, and habitat requirements in southwestern PA.
- Certified Backyard Habitat Program: A program to guide people in helping birds and pollinators across southwestern PA. Each CBH acts as a mini-nature reserve, providing quality habitat for wildlife and reducing threats such as outdoor cats and window strikes.

These projects enable people to participate in meaningful conservation activities and/or help to improve and maintain important habits and resources throughout the region. ASWP's nature centers and reserves — Beechwood Farms Nature Reserve in Fox Chapel, Allegheny County; Succop Nature Park in Butler; Butler County; and Todd Nature Reserve and Buffalo Creek Nature Park in Sarver, Butler County — offer over 12 miles of trails through more than 500 tranquil acres that provide an oasis for

individuals, families, and groups to explore and reconnect with nature at their own pace.

With an annual operating budget of \$2.6 million and 15 FT employees, (plus teams of seasonal and part time help and passionate volunteers), ASWP conducts both formal and informal programs in schools, local parks, and at its four locations, advocates on behalf of birds and nature, and conducts conservation programs throughout western Pennsylvania.

For more information, please visit: <https://www.aswp.org/>

Access to Nature & Equal Opportunity Employment

Audubon Society of Western Pennsylvania believes that everyone should have access to nature regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or socio-economic status. ASWP is committed to providing a workplace and guest experience that is accessible, respectful, and welcoming to all. ASWP is also an equal opportunity employer and does not discriminate in employment based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected characteristic under applicable federal, state, or local law.