



Job Description: Vendor Program Assistant

HOURS/STATUS: Part-Time / Non-Exempt (20-22 hours per week + relief shifts, weekends required)

REPORTS TO: Vendor Program Manager

Mission

Street Roots creates income opportunities for people experiencing homelessness and poverty by producing a newspaper and other media that are catalysts for individual and social change.

Position Responsibilities

Our Vendor Program Assistant opens the vendor office three days a week (including weekends), and hosts a calm, safer space for more than 170 active vendors. Basic duties include selling the newspaper to vendors, maintaining vendor sales locations, badges and database; overseeing office cleanliness and organization; managing the front desk (fielding calls and messages, distributing Rose City Resource guide, serving as an ambassador for our organization); maintaining vendor post map; and broadly supporting the well-being of vendors.

Sales/Front desk

- Open and close office and conduct hospitality three times per week
- Cover relief shifts as needed
- Manage SR front desk, selling papers, distributing Rose City Resource guides, triaging calls, etc.
- Track sales locations for Vendor Program Manager, updating post maps and track vendor sales in conjunction with map.
- Maintain vendor database
- Maintain forms at front desk including bus pass requests, in-kind donation forms
- Oversee distribution of vendor mail, office announcements and boards
- Distribute vendor chores; oversee cleanliness and organization of vendor office
- Mediate vendor conflict, support vendors in crisis (in conjunction with Vendor Program Manager)
- Communicate with Administrative Assistant/Vendor Program Manager when supplies are low.
- Manage volunteer support, assigning tasks
- Distribute bus tickets & passes in conjunction with Vendor Program Manager
- Arrange rides through transportation partners
- Facilitate Honored Citizen cards for qualified vendors
- Coordinate vendors to attend events
- Support Vendor Program Manager and Volunteer Coordinator in hosting in-office events and meetings