

# HOLLYHOCK

**Position:** Store Associate

**Reports to:** Retail & Bodywork Manager

**Start Date:** April 2022

**Hours and Location:** Full Time Seasonal (April-Oct), on Cortes Island

**Starting Wage:** \$17.00/hour

---

## ABOUT US

**Hollyhock exists to inspire, nourish, and support people who are making the world better.** We host over 100 personal and professional development programs each year, immersing our staff in a culture of connection, personal growth, and progressive social change.

Our oceanfront Cortes Island campus rests in the traditional territories of the Klahoose, Tla'amin, and Homalco Nations; we are committed to renewing and improving our relationships with these First Nations peoples.

Our campus boasts rustic accommodations, seasonal meals, yoga, bodywork, a world-famous garden, hot tubs, and a network of nature trails through our campus and connecting to nearby parks. Hollyhock staff receive discounts on all of our services and meals, and the opportunity to experience a complimentary Hollyhock program.

We believe that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

---

## ABOUT THE ROLE

Our Hollyhock Store is filled with local and carefully selected artisanal products, including books, clothes, jewelry, refreshments, and more. Kayaking, Sailing, Stand up Paddle Board Tours, Yoga and Bodywork Services are managed by the Retail team.

Our Store Associate is the direct support for the Retail & Bodywork Manager, working closely to assist guests, achieve sales targets and maintain an enticing retail space. There is also a focus on offering motivational support and scheduling for Hollyhock bodyworkers. You will be resourceful, reliable and have a friendly demeanor. .

Store Staff are responsible for following all safety guidelines set out in the Hollyhock Safety Plan to ensure a safe environment for guests & staff. These guidelines include cleaning & hygiene, physical distancing and wearing a mask or other PPE when required.

---

# HOLLYHOCK

## KEY RESPONSIBILITIES

- Support the Retail & Bodywork Manager in operations, communications and team support
- Scheduled for a varied work schedule including weekends, evenings and statutory holidays. Flexibility and adaptability to changing needs are essential

### RETAIL

- Desk coverage including sales, and communications with Campus registration team
- Bodywork and activity reservations by email, telephone and in person
- Engage guest service and feedback
- Provide information about the services available in the community and surrounding areas

### BODYWORK

- Assist with scheduling and booking appointments
- Gracefully communicate with Bodywork Team and relay updates as needed
- Effectively handle any last-minute changes as per guidelines in place

---

## QUALIFICATIONS

- Previous experience in customer service and retail is an asset
- Working knowledge of computers and software applications including proficiency in Google Apps and Office Suite
- Excellent communication skills
- Strong organizational, administrative and time management skills
- Cash handling experience is an asset
- The successful candidate must be legally able to work in Canada and enjoy living in a remote setting

---

## APPLY

Please apply using the online form at [hollyhock.ca/jobs](https://hollyhock.ca/jobs)  
You will have an opportunity to upload your resume and cover letter.

This position is open until it is filled. Please get your application in as soon as possible. Only short-listed candidates will be contacted.