

Job Description

Merchandise Coordinator

Job Title: Merchandise Coordinator

Organization Type: Not-for-Profit

Reports to: General Manager (GM)

Time Commitment: Part-time / Volunteer

Location: Hybrid, Hamilton ON

Position Summary:

The Merchandise Coordinator is responsible for overseeing the organization's merchandise program, including apparel, promotional items, and league equipment. This role manages the planning, ordering, distribution, and promotion of merchandise to support community engagement, organizational branding, and fundraising efforts. The Merchandise Coordinator works closely with the General Manager, Events, Communications, and leadership teams to meet the needs of the organization.

Key Responsibilities:

Merchandise Planning & Management

- Coordinate the selection, ordering, and distribution of league merchandise and branded items.
- Manage inventory levels and track merchandise sales and supplies.
- Research and recommend new merchandise ideas that align with community interests and organizational goals.

Vendor & Order Coordination

- Communicate with vendors and suppliers regarding pricing, timelines, artwork, and order fulfillment.
- Coordinate merchandise ordering schedules to align with league seasons, tournaments, and events.
- Ensure merchandise quality and accuracy before distribution.

Community Engagement & Promotion

- Work with the Communications team to promote merchandise launches, sales, and special items.
- Collaborate with the Events Coordinator to provide swag, prizes, or apparel for tournaments, volunteer appreciation, and league events.
- Support fundraising and community-building initiatives through merchandise opportunities.

Reporting & Organization

- Track merchandise budgets, sales, and expenses, and provide updates to the Board or Treasurer as needed.
- Maintain organized records of inventory, vendor contacts, and past orders.
- Provide recommendations for improving merchandise processes and member engagement.

Qualifications:

- Strong organizational and communication skills.
- Experience coordinating orders, inventory, or vendor relationships is an asset.
- Attention to detail and ability to manage timelines effectively.
- Creative mindset with interest in branding and community engagement.
- Familiarity with the Ultimate Frisbee community and culture is a plus.

Additional Information:

- This is a volunteer role and may involve occasional evening or weekend meetings.
- Tools used may include Google Workspace, spreadsheets, online storefront platforms (square), and discord.

Interested applicants can send their resume and letter of interest to:

Heather Colterman generalmanager@hamiltonultimate.com