

CHAPTER & VERSE BOOKSTORE

Part-Time Bookstore Associate

Location: 1040 Broad Street, Unit E, Providence, RI

Employment Type: Part-Time, Hourly

Schedule: Wednesday–Friday, with occasional evening events

Compensation: To Be Determined

About Us

Chapter & Verse Bookstore is a Black-owned, independent bookstore located in South Providence, Rhode Island. We are more than a bookstore — we are a welcoming community space celebrating literature, culture, faith, creativity, and connection.

We proudly highlight Black and Brown voices, independent authors, inspirational literature, children's books, and stories that encourage personal growth.

Position Overview

We are seeking a friendly, dependable, and enthusiastic **Part-Time Bookstore Associate** to support the daily operations of our bookstore.

The Bookstore Associate will work under the direction of the bookstore owner, assisting with customer service, retail sales, inventory, café operations, and special events.

The ideal candidate enjoys working with people, is organized, follows instructions, and takes pride in creating a positive customer experience.

Key Responsibilities

Customer Service & Sales

- Welcome customers and provide friendly, professional service.
- Assist customers with finding books, journals, and merchandise.
- Process sales using the Square POS system.
- Answer questions about bookstore products, services, and events.
- Maintain a welcoming and comfortable shopping environment.

Store Operations

- Stock, organize, and maintain bookshelves and merchandise displays.
- Assist with receiving, pricing, and labeling inventory.
- Keep the bookstore clean, organized, and presentable.
- Assist with opening and closing tasks as directed.

- Complete assigned daily responsibilities and follow established store procedures.

Café Assistance

- Prepare and serve coffee, tea, and other basic beverages.
- Assist with selling packaged snacks and refreshments.
- Maintain cleanliness and follow applicable food safety procedures.

Events & Community Programs

- Assist with book signings, author events, children's activities, and community programs.
- Help with event setup, registration, and cleanup.
- Provide customer assistance during special events.
- Support bookstore literacy initiatives as directed.

Marketing Support

- Assist with distributing promotional materials.
- Inform customers about upcoming bookstore events.
- Help with basic social media activities when requested.

Qualifications

- Strong communication and customer service skills.
- Dependable, punctual, and trustworthy.
- Ability to follow instructions and work under supervision.
- Organized, detail-oriented, and willing to learn.
- Comfortable using basic technology and retail systems.
- Availability to work Wednesday through Friday and occasional evening events.
- Interest in books, literacy, and community engagement.

Preferred but Not Required:

- Previous retail or customer service experience.
- Familiarity with Square POS.
- Basic social media knowledge.
- Interest in diverse literature and independent authors.

Training will be provided.

Physical Requirements

- Ability to stand or walk for extended periods.
- Ability to stock shelves and organize merchandise.
- Ability to lift up to 25 pounds, with reasonable accommodations as needed.

How to Apply

Interested applicants should submit their **resume only** to:

Email: thea@tfieldinglowecompany.com

Email Subject: Part-Time Bookstore Associate Application

Website: www.chapterandversebookstore.com

Chapter & Verse Bookstore is an equal opportunity employer. We welcome applicants from diverse backgrounds.

Every Word. Every Story. INSPIRES.