



Job Title: Store & Account Manager

Location: Missoula, MT

Employment Type: Hours can range from 20-40 hours per week depending on the season. Willing to negotiate a schedule that works best for the final candidate.

Compensation: \$20/hour

Application due date: Please apply by November 3, 2025

Ideal start date: Mid-Late November

About Us

Missoula Compost offers a weekly curbside pickup service of organic material for residential and commercial customers. At Missoula Compost, our mission is to reduce community waste and regenerate local soil through simple, affordable, and effective curbside composting that's accessible to all. Read more about our services and history [here](#).

Position Summary

The Store & Account manager is responsible for overseeing daily store operations during business hours, answering general inquiries, and managing our customer accounts. This role is essential for maintaining quick and thorough communication with our customers and the general public. The Store & Account manager also helps with community outreach efforts such as staffing Farmers Markets and other sustainability events in Missoula. Likewise, this role promotes the mission of Missoula Compost through social media platforms.

Key Responsibilities

Store Management

- Oversee day-to-day operations of our storefront
- Manage inventory, merchandising, and store presentation
- Sell compostable goods and process payments
- Educate visitors about our composting services and the importance of sustainability

Account Management

- Serve as the primary point of contact for all customer inquiries
- Answer the office phone and respond to emails promptly
- Maintain timely communication with our route drivers
- Manage customer sign-ups and add them to our routing system
- Conduct monthly billing tasks and maintain clear records
- Meet with potential customers to discuss our services

Outreach

- Create social media posts and write monthly newsletters
- Attend different community events that promote sustainability in Missoula
- Visit potential businesses and educate them about our services and offerings
- Occasionally visit classrooms or civic groups to educate them about Missoula Compost

Qualifications

- Experience in customer service, administrative tasks, or management is strongly preferred.
- Excellent communication and interpersonal abilities
- Strong organizational skills and ability to prioritize tasks effectively
- Knowledge about composting, sustainability, and waste management is preferred
- Proficiency in computer skills. Experience with Google Suite, POS Systems, and Website Management is a plus
- Ability to work independently most of the time, while maintaining communication with route drivers and management

- High school diploma or equivalent required; a degree in Environmental Studies, Sustainability Science, Business Management, Communications, Marketing, or a related field is a plus.
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What We Offer

- Wage at \$20/hour
 - Opportunities to participate in company benefits such as health insurance, PTO, and a retirement plan depending on employment type
 - Free composting service for employees
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How to Apply

Please send your resume and a brief cover letter to info@missoulacompost.com. Be sure to include "Job Application – [Your Name]" in the subject line. Thank you!

Missoula Compost is an equal opportunity employer. Even if you do not check every box on the job posting, we encourage you to apply if you are excited about the position. We are committed to creating an inclusive work environment for all employees.