

P O R T L A N D WINTERHAWKS

Title: Sports Merchandise Assistant
Salary: Hourly (~0-20 hours/week)
Report to: Coordinator, Merchandise

The Portland Winterhawks are looking for enthusiastic Sports Merchandise Assistants to help deliver an outstanding retail experience for our fans throughout the season. Assistants will gain hands-on experience in multiple areas of sports merchandising while supporting the day-to-day operation of the Portland Winterhawks Team Store. Sports Merchandise Assistants will rotate through different areas while contributing to special projects and creating a first-class shopping experience.

JOB RESPONSIBILITIES:

- Gain hands-on experience by rotating through Retail Operations, Retail Marketing, and Gameday Retail.
- Assist with Team Store setup, operation, and breakdown.
- Deliver exceptional customer service to Winterhawks fans.
- Merchandise products, restock inventory, and maintain store presentation.
- Assist with online order fulfillment, shipping, and inventory management.
- Help receive, process, and organize incoming merchandise shipments.
- Assist with inventory counts and product audits throughout the season.
- Support theme nights, merchandise launches, and special events.
- Maintain a clean, organized, and professional Team Store environment.
- Collaborate with fellow staff members to provide an exceptional fan experience.
- Support department projects as assigned.
- Assist other departments such as game operations, ticketing, merchandise, sponsorship, or VIP fan experience when needed.

REQUIREMENTS:

- Experience with one or more areas of sports merchandising, including retail operations, e-commerce, retail buying, inventory management, visual merchandising, graphic design, photography, videography, or social media is preferred.
- Proficiency with Microsoft Office, Google Workspace, Adobe Creative Suite, Canva, Shopify, or similar business and creative software preferred.
- Strong organizational, communication, and time management skills with the ability to manage multiple projects in a fast-paced environment.
- Ability to meet the physical requirements of the position, including lifting merchandise, assisting with store setup, and working the majority of Winterhawks home games, including evenings, weekends, and holidays.

JOB QUESTIONS:

- This position is located in Portland, Oregon. Are you currently located in the area (within driving distance?)
- Where does this position fit within your career path or goals?

All applicants must submit a cover letter and resume via TeamWorkOnline to be considered for the 2026-27 season.

Portland Winterhawks Hockey Club | P.O. Box 3009, Portland, OR 97208 | (503) 238-6366 | winterhawks.com

