



Job Posting: Wholesale and Inventory Associate

The United States Capitol Historical Society (USCHS) is searching for an energetic and collaborative candidate to assist in the sales and inventory management of the Society's merchandise. The successful applicant will serve on the merchandise sales team and report to the Director of Sales and Marketing.

Duties include managing the Society's wholesale sales and outreach, fulfilling standard and customized orders, maintaining internal and inventory controls, participating in offsite sales activities, and supporting the logistical work of other teams within the Society. This is a full-time, non-supervisory position working on a small team.

Necessary Qualifications:

- Strong attention to detail, organizational, and time management skills
- Excellent written and verbal communication skills
- Familiarity with e-commerce platforms (Shopify preferred) and shipping software (e.g., ShipStation, USPS, UPS platforms)
- Willingness to make outreach to potential customers and represent the organization professionally
- 1-2 years of experience in retail, order fulfillment, customer service, or sales
- Ability to lift and move up to 40lbs
- A high school diploma or equivalent is required; an associate or bachelor's degree is preferred.

The ideal candidate understands something about how Congress works and is interested in Capitol and Congressional history. Flexibility and a collegial demeanor are appreciated.

Compensation:

- \$45-47,000 annual salary depending on experience
- Competitive benefits package including employer-paid health insurance, paid vacation and sick leave, opportunities for professional development, and more.

To Apply:

- Send a cover letter and resume to Jason Taylor by email at JTaylor@uschs.org with "Wholesale and Inventory Associate" as the subject line.
- Applications are due by Noon EST on Friday, August 8, 2025.

200 Maryland Avenue NE, Washington, DC 20002
CapitolHistory.org | (202) 543-8919

For more than 60 years, the U.S. Capitol Historical Society has proudly worked to preserve and share the history of the Capitol, the Congress, and the people who work therein. As a nonpartisan, educational 501(c)3 nonprofit organization, the Society was chartered by Congress in 1978 in part “to foster and increase an informed patriotism.” In service of this mission, the Society conducts historical tours of the Capitol Building, hosts both virtual and in-person public history programming on various aspects of Capitol History, coordinates an open-access civics education hub which includes historical plays with lesson plans, manages a renowned civics education field trip program for DC schools, and commissions works of fine art for the Capitol collections. Learn more at capitolhistory.org.