



GIRL SCOUTS OF NORTH EAST OHIO

Product Sales Coordinator

Reports To: Product Sales Manager

POSITION SUMMARY:

The Product Sales Coordinator is responsible for all aspects of the Product Sales program within the GSNEO regional jurisdiction.

ESSENTIAL FUNCTIONS:

Product Sale design and implementation

- Assists with developing department strategies for implementing the annual Product Sales.
- Delivers training to staff and volunteers.
- Develops and cultivates a strong team with membership staff in order to facilitate the management of the product sales function and support of adult volunteers
- Manages the Product Sale within an assigned region, coordinating training, orders and delivery and resolving payment and incentive issues.
- Assists with designing and implementing a public relations strategy that focuses on supporting the product sales function and girl program to include outstanding customer service.
- Formulates and monitors the product sales budget and conducts money collection processes within the Regional Service Center area.

Volunteer Management

- Recruits, trains and supervises volunteers and maintains a volunteer structure to support the sale
- Ensures communication methods reach all applicable volunteers to deliver Product Sale information as thoroughly as possible.

ADDITIONAL RESPONSIBILITIES:

- Provides supporting services to membership development work throughout the GSNEO Regional Service Centers.
- Ensures that diversity and pluralism is embraced and incorporated into the work of the council.
- Maintains knowledge of GSUSA handbooks, guidelines, Safety-Wise, ACA standards and council policies, as well as Girl Scout Mission and Council Plan of Work.
- Upholds the council Customer Service philosophy and strives to ensure that all GSNEO customers receive superior service.
- Performs other duties as assigned to promote the successful implementation of GSNEO's goals/objectives.

KEY COMPETENCIES AND SKILLS:

- critical thinking, problem solving skills and conflict management
- planning and organizing
- decision-making
- strong verbal and written communication skills to include presentations to groups
- influencing, leading, delegation
- proven executive office administrative experience
- volunteer management
- efficient team management skills
- financial management skills

EDUCATION AND EXPERIENCE:

- Bachelor's Degree and/or combination of 3-4 years related work experience.

ADDITIONAL:

- Apply for and maintain membership in Girl Scouts of the USA (GSUSA).
- Must have the ability to work flexible work week, including evenings and weekends.
- Must be computer proficient with advanced knowledge of Microsoft Office, Word, Excel and Power Point; Crystal Reports, Business Intelligence Reporting software a plus
- May need to know or be able to learn other software specific to position.
- May require travel throughout the GSNEO jurisdiction.
- Daily access to dependable transportation.

PHYSICAL ASPECTS OF THE JOB:

- Overtime may be required in meeting project deadlines
- Sitting for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard, mouse, and other devices or objects.
- Physically able to participate in training sessions, presentations and meetings.
- Some travel may be required for the purpose of meeting with staff, volunteers and other off-site personnel. Individual must drive a car.
- Subject to activities which occur inside and/or outside.
- The individual is regularly required to talk and walk.
- The individual must occasionally lift and/or move up to 25 pounds.

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY:

For consideration, please mail resume and cover letter to Human Resources, GSNEO, One Girl Scout Way, Macedonia OH 44056-2156 or email to hr@gsneo.org.