

GSHPA External Job Posting

Position Title: Associate, Product Sales
Department: Product Sales and Retail
Location: Assigned to North Region
Reports To: Director of Product Sales and Retail
Salary Grade: Exempt, 9

Position Summary

Responsible for implementing the product sales strategies/campaigns. Participates in the implementation of tactical and strategic plans for product sales marketing to council volunteers, partners and Girl Scouts.

Key Responsibilities

- Support and maintain the plan and development of product sale specifications (e.g. timelines, program launches, materials and forms, marketing flyers, etc).
- Manage and maintain all operations, volunteer management, sales/marketing and program aspects of both the fall product and cookie sale.
- Maintain a working knowledge of on-line systems that support assigned key component area and be able to effectively communicate and train on these components.
- Achieve and surpass goals and targets, including revenue and net sales as well as number of girls selling and averages per girl.
- Participate in the development and presentation of all annual product sales training for staff and volunteers. Ensure training highlights the girl program aspects of the product sale while promoting a high level of troop and girl participation.
- Manage and work cooperatively with vendor partners, manage contracts and agreements and ensure true partnerships throughout the sale(s).
- Support staff and volunteers during product sales campaigns. Ensure accuracy of all product sales transactions; safeguard product sales assets.
- Compile and prepare statistical reports on the council's product sales programs including but not limited to product orders and deliveries, earned recognitions, marketing and training.
- Develop and foster partnerships with varying departments to learn how their work supports council objectives. Educate departments about product sales programs and build networks to promote the product sales program.
- Implement and support the long-range goals, objectives and plans for council product sales.
- Drive product sales within the community.
- Feature and focus on varying programmatic aspects of the sale(s).
- Support and adhere to the annual operating budget for product sales.
- Provide professional, quality customer service to members, volunteers, staff, partners, and other community contacts.
- Perform other duties as assigned.

Skills & Qualifications

- Bachelor's degree or equivalent experience in a related field.
- Three to Five years previous experience in managing marketing and sales preferred.
- Ability to work independently and with limited supervision.
- Ability to manage financial resources effectively.
- Strong public relations skills and ability to develop community collaborations.
- Ability to effectively identify, analyze and solve problems.
- Ability to plan, organize and prioritize work, while managing multiple deadlines in a continually changing work environment.
- Ability to be creative in troubleshooting and resolving technical issues.
- Ability to use sound judgment in decision-making, and to work independently.
- Ability to adapt well to changing circumstances, direction and strategy.

- Ability to communicate clearly orally and in writing.
- Ability to work a flexible schedule, including nights and weekends, and a willingness to travel throughout the council.
- Car and valid driver's license necessary to carry out assignments
- Ability to work with individuals of diverse backgrounds and ages.
- Ability to work cooperatively in furtherance of stated goals.
- Proficient in the use of Microsoft Windows and Office software, database administration, a calculator and a copier.
- Must be able to handle heavy lifting (up to 50 pounds).

Application procedure:

Interested individuals should forward a resume with cover letter stating salary requirements to Human Resources dventresca@gshpa.org or fax to 570-501-2321.

EOE/Committed to Diversity