

Position Title *Sales Coordinator*

Position Description (Summary) Are you a social entrepreneur who wants to use your business skills as a force for good? Do you like to dazzle with sales? Use your organizational, marketing and communication skills to oversee the sales of creative products to young imaginative students.

Position Description

The *Sales Coordinator* will be proactive, goal-oriented, and comfortable networking and socializing with others. This individual will be the organized point of contact for pin and shirt designs and orders, determining items to be ordered for tournament sales and training workshops. The coordinator will also be responsible for the set-up, presentation and look of sales booths in order to increase sales and income. In addition he/she will be the onsite sales manager at tournaments. This individual will delegate responsibilities clearly and in an organized manner, track inventory and income. As a volunteer for MTDI, the Sales Coordinator will support the vision and the mission of the organization, and will act responsibly and prudently.

Primary Duties

- Submit merchandise budget to Treasurer
- Plan and advertise merchandise location and offerings and order items for sale
- Coordinate and manage any concessions pre-sales
- Transport concessions items to tournament concession sale location(s)
- Manage tournament day sale of concessions items (including State T-Shirts)
- Collect and secure proceeds of concessions sales and count till with Treasurer
- Coordinate the design, ordering, advertising, and sales of Affiliate T-shirt and pins
- Plan for and provide Appraiser T-Shirts for tournament day
- Oversee orders for T-shirts and pins for Global Finals teams
- Provide lessons-learned to Governing Board after Tournament
- Inventory items for sale prior to and after tournaments
- Recruit people to assist with set-up, sales, and clean-up at tournaments
- Set up attractive sales area and price merchandise
- Create signage for merchandise
- Be responsible for setting up Silent Auction and Raffle Displays

Interest Area

Enjoys organization and creativity

Able to work independently

Likes working with others in sales to make sure the merchandise provides a successful return on investment for the organization

Location: Montana

Date: August - April with majority of work in January - March. Average 1- 2 hours/week

Age of Suitable Volunteers 21+

Required Skills/Qualifications (Training Requirements)

- Computer Skills especially MS Office
- Phone and e-mail connectivity
- Must be able to communicate professionally
- Strong organization, management and communication skills
- Must be able to work effectively and respectfully with adults and children
- Positive, enthusiastic personality
- Flexibility and willingness to learn new skills

Specific Skills

Working knowledge of MS Office including Word, Excel