

SAFE HARBOUR SALES COORDINATOR

Job Summary

Position: Safe Harbour Sales Coordinator

Purpose: Working with the Safe Harbour Team the Sales Coordinator is an innovative self-starter who can provide effective sales, marketing and communications to ensure that the Safe Harbour: Respect for All program continues to grow throughout B.C. and Canada. The Safe Harbour Sales Coordinator will possess a strong background in sales, marketing and communications through a combination of education and experience.

Reports to: Executive Director

Classification: Contract/Commission Part-time

Duties:

- Development of marketing strategy and implementation of sales plan that reaches out to local and provincial organizations
- Development of promotional and marketing tools and resources
- Generate and qualify leads to existing members, different sectors / communities/businesses across BC using direct communication techniques
- Research sponsorship and alternative funding opportunities
- Plan and conduct direct marketing activities and make sales calls to new and existing clients
- Develop and make presentations of Safe Harbour training products and services to current and potential clients
- Prepare and present customized proposals to clients, including negotiating the rates and terms of the agreement as necessary
- Maintain sales activity records and prepare sales reports
- Monitor competitors, market conditions and product development

Qualifications:

- Post-secondary education or certification in marketing and sales
- Minimum of 3 years' experience in a competitive sales environment with proven results
- Ability to engage through a variety of communication techniques to reach new clients
- Experience developing, managing and implementing strategic sales, marketing and communications plans

Affiliation of Multicultural Societies and Service Agencies of British Columbia

205 – 2929 Commercial Drive, Vancouver, BC Canada V5N 4C8

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- Knowledge of or experience in business development
- Experience with business to business sales.
- Excellent written and verbal communication skills
- Excellent active listening, interpersonal and communication skills
- Excellent time and resource management techniques
- Well-developed organizational and administrative skills
- Knowledge and understanding of the value of diversity and inclusion education
- Experience working in the non-profit sector is an asset

Conditions of Employment:

- Contract: May, 2016 – March 31, 2017
- 14 hours weekly
- Remuneration: \$24.69 hour plus 6% vacation pay
- Starting date: May 9, 2016

Please reply with a resume and cover letter by Thursday, April 28, 2016 at 4:00 pm to:

Lynn Moran, Executive Director
 AMSSA
 205-2929 Commercial Drive
 Vancouver, BC, V5N 4C8
 Fax: 604.298.0747
 E-mail: amssa@amssa.org

No phone call inquiries about this position please. Only shortlisted applicants will be contacted.

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