



Marketing Sales Representative

Job Type: Part Time Position with Transition to Full Time

We offer a competitive starting wage along with a comprehensive employee benefits package that includes,

but is not limited to:

- Paid Holidays
- Paid Sick Leave
- Online continuing education
- AT&T Discounts
- Positive working environment
- Opportunity for career advancement
- Raise available after receiving secured contracts

Full Time employees are offered a 403(b) Retirement Plan, Health, Vision and Dental Insurance.

*We are a Drug Free Community

Job Duties:

- Assist the Marketing Director with new business contracts, online marketing and sales/marketing calls
- Develop and maintain relationships while generating leads through professional referral sources on a weekly basis
- Represent the communities and increase awareness through participation in outside events, professional groups and community involvement in the local market
- Plan and implement marketing events for public events and clients
- Bring awareness to local neighborhoods regarding company public events and services
- Respond promptly to marketing and sales inquiries via telephone and email
- Utilize sales processes and forms for external and internal use
- Develop and execute marketing plans such as community press releases and other forms of media to promote community services
- Represent the community in a positive and professional manner
- Work closely with the Director of Marketing/Branding
- Tasks and other duties as assigned

Required skills and qualifications:

- Bachelor's Degree
- A minimum of two (2) years of experience in Sales and Marketing. Experience working for a non-profit organization is a plus
- Must be comfortable working in a team-oriented environment
- Ability to work Monday through Friday once transitioning to full time
- Possess strong leadership skills and qualities

- Proven track record of success in developing leads, pitching new business opportunities to potential agencies/counties and closing contracts
- Proficient with Microsoft office (Word, Excel, Power Point) and the ability to learn new programs
- Ability to update company social media pages and company website weekly
- Strong interpersonal, communication and listening skills
- Proven track record of generating and closing a high percentage of qualified leads

Schedule:

- Flexible Part Time Schedule
- Full Time Schedule: Monday to Friday 8AM to 5PM

- One location- Livermore Headquarters (must be willing to travel for meetings at other company locations)

Paid Training:

- Yes

This Job Is Ideal for Someone Who Is:

- Creative
- Great Communicator
- Dependable -- more reliable than spontaneous
- People oriented -- enjoys interacting with people and working on group projects
- Achievement oriented -- enjoys taking on challenges, even if they might fail
- Positive Attitude
- Hardworking
- Works well under pressure
- Great at meeting deadlines

For immediate Marketing/Sales positions, please contact Gabrielle Washington at gwashington@glom-arf.org