girl scouts
heart of michigan

Job Title:	Product Program Specialist	**Reports To:**	Chief Development Officer
Department/Group:	Product Program	**Job Code/ Req#:**	77320
Location:	MI – Lansing	**Travel Required:**	Yes
Level/Salary Range:	To be determined	**Position Type:**	Full-Time, Exempt
HR Contact:	Ashleigh Crisp Hobart	**Date posted:**	July 8, 2014
Will Train Applicant(s):	Yes	**Posting Expires:**	Until Filled

To apply please include a cover letter, resume, and employment application. Applications accepted by:

FAX OR E-MAIL:	**MAIL:**
(269)492-1439 or hr@gshom.org **Subject Line:** Product Program Specialist – Lansing **Attention:** HR Department **Website:** http://www.gshom.org/about/employment.html	HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

The Product Program Specialist works closely with regional leadership, membership specialists, and the product program team to ensure a quality program with cookie and nut/magazine sales. This person will oversee the product program in the Lansing Region and will be required to travel to outlying areas to confirm program is delivered throughout all areas of the jurisdiction.

ROLE AND RESPONSIBILITIES

1. Position is located at the Lansing regional center.
2. Coordinate all aspects of the nut/magazine program and the Girl Scout cookie program to assure the sales remain a viable funding source for the council while increasing program value for girl membership and customer service to adults.
3. Assists team members with database management to ensure accuracy of reports and information being created and distributed for product sales.
4. Facilitate volunteer training and training material distribution at assigned sites including evening and weekend sessions.
5. Tracks and reports accurate sales figures for assigned region.
6. Inventory ordering and inventory control.
7. Function as a positive and cooperative member of the Product Program Team and council staff, sharing resources and information.
8. Perform other duties as assigned.

EDUCATION

- Bachelor's degree or equivalent experience in a related field

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KNOWLEDGE/SKILLS/ABILITIES

- Prior non-profit experience preferred.
- Must possess excellent oral and written communication skills to work in team environment.
- Have a willingness to accept new responsibilities and handle multiple projects while being a self-starter.
- Must have the ability and initiative to work independently, multi-tasking and work well with all levels of community members/volunteers/staff on an as-needed basis
- Phone and customer service skills are a must.
- Product sales experience preferred.
- Ability to follow through on projects.
- Accuracy.
- Ability to pay close attention to detail and maintain confidentiality.
- Must have highly developed interpersonal skills.
- Demonstrated ability to successfully handle conflict resolution at all levels with a variety of people.
- Ability to communicate the written and spoken word with tact, diplomacy, and/or authority when necessary.
- Computer literacy and technical knowledge of computer software programs such as Word, Publisher, PowerPoint, Excel and the internet.
- Excellent analytical and organizational skills required.
- Demonstrated ability to prioritize tasks, successfully manage multiple priorities simultaneously, work under pressure, meet deadlines and deal with change.
- Experience in recruiting, training, motivating and organizing volunteers.
- Must have own transportation and the ability to travel within the jurisdiction.
- Knowledge of the Girl Scout program preferred.
- Ability to work within a flexible schedule.
- Will work many evenings during the product program sales time frame and periodically throughout the year.
- Able to lift and/or move up to 50 pounds frequently during QSP and Nuts/Cookie Sales.

BENEFITS

- Medical, Dental, Vision
- Life
- Disability
- Flexible Spending Account
- 403(b)
- Vacation
- Sick
- Personal Leave
- Holiday Pay

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.