



Job Title:	Product Program Assistant	Reports To:	Chief Development Officer
Department/Group:	Product Program	Travel Required:	Up to 50%
Location:	MI – Grand Ledge	Status:	Part-time, Non-exempt
Level/Salary Range:	3	Date Posted:	08/07/2018

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

Subject Line: Product Program Assistant – Grand Ledge
E-mail: hr@gshom.org
WEBSITE: <http://www.gshom.org/en/our-council/careers.html>
FAX: (269)492-1439

MAIL:
 HR Department
 Girl Scouts Heart of Michigan
 601 W Maple
 Kalamazoo, MI 49008

Job Description

POSITION SUMMARY

Product Program Assistant will work with regional leadership, membership specialists, community volunteers and the product program team to coordinate all aspects of the Girl Scout nut/magazine program and the 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.

ESSENTIAL FUNCTIONS

- Position is located at the Lansing Regional Center at Camp Wacousta.
- Database management to ensure accuracy of reports and information being created and distributed for product program.
- Facilitate volunteer training and training material distribution at assigned sites including evening and weekend sessions.
- Tracks and reports accurate sales figures for assigned region.
- Inventory ordering and inventory control.
- Function as a positive and cooperative member of the Product Program Team and Heart of Michigan staff, sharing resources and information.
- Work with cupboard assistant(s) to ensure all cupboard orders and returns are completed and paperwork is submitted and entered.
- Able to lift and/or move up to 50 pounds frequently during the Nuts/Cookies Sales involving repetitive movements.
- Perform other duties as assigned.

COMPETENCIES

- Customer Service Focused
- Problem Solving/Analysis
- Technical Capacity
- Communication Proficiency
- Organizational Skills
- Flexibility

EDUCATION AND EXPERIENCE

- Associate's degree or equivalent experience in a related field
- Product sales experience preferred
- Prior non-profit experience preferred
- Knowledge of the Girl Scout program preferred

TRAVEL

Must have own transportation and the ability to travel within the jurisdiction. Travel is primarily during the business day and evening.

WORK SCHEDULE

- Position will work a variable schedule up to 25 hours per week.
- Position requires candidates to work many evenings and weekends especially during the product program sales time frame.

WORK ENVIRONMENT

Operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and a point of sale system.

Will require periods of prolonged sitting in front of a computer and standing.

Will work outdoors periodically in all types of weather conditions.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

BENEFITS

This position is not benefits eligible.

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____