

Job Title:	Product Program Assistant	Reports To:	Product Program Specialist
Department/Group:	Product Program	Travel Required:	Up to 50%
Location:	MI – Jackson	Status:	Part-time, Temporary
Level/Salary Range:		Date Posted:	3/8/2019

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

Subject Line: Product Program Assistant – Jackson

E-mail: hr@gshom.org

WEBSITE: <http://www.gshom.org/en/our-council/careeers.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 Product Program Specialist and community volunteers to assist with and help coordinate all aspects of the Treats and Reads (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.

ESSENTIAL FUNCTIONS

- Position is located at the Jackson Regional Center.
- 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.
- Track and report 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 frequently in all types of weather conditions.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibilities.

BENEFITS

This position is not benefits eligible.

EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

OTHER DUTIES

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.



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_____