

Angelic Organics Learning Center

Sales Representative Position

Job Summary

Angelic Organics Learning Center has an immediate opening for a part-time Sales Representative. The purpose of the Sales Representative position is to promote, market, and sell the Learning Center's natural goat's milk soap (and other farm goods – namely local honey and the Farmer John cookbooks and DVDs). The Sales Rep helps to communicate the mission and programs of the Learning Center with the general public and generates income to help support the education and training programs of the center.

Our natural soaps use milk from the Learning Center's dairy goats and are handcrafted at the Learning Center. The soapmaking project provides training and supplemental income for underemployed Hispanic women. The other farm products come from our partner farm Angelic Organics or other community partners linked to our farmer training, urban and on-farm initiatives.

The position is year round although the responsibilities vary. As sales are seasonal, so are the tasks for this position. From September through December, Sales Rep will secure appropriate venues in the greater Chicago area, organizing logistics, and selling the products. Most sales events are on weekends during the day. In addition, the Sales Rep will assist in following up on potential sales with wholesale buyers. Approximately 2/3 of the 30 annual sales events occur in the September to December period.

From January through August the Sales Rep will sell at events (1/3 of annual sales events), investigate new markets for AOLC products (wholesale, direct sale, national fair trade organizations, and corporate accounts), help improve products and branding, and set up sales events for the holiday season (September-December).

Experience/Skills Required:

- Have work experience in sales and marketing.
- Have basic computer skills.
- Are flexible with his/her work schedule. The position is 20 hours per week with flexible work times available.
- Candidates must have access to a vehicle.
- Bi-lingual (English & Spanish) preferred. Sales events are done in English, though Spanish allows for greater communications with participants in our 'Latinas Jaboneras' soapmaking project.
- Self-motivated
- Highly organized
- Loves to sell
- Customer service oriented
- Experienced in cross-cultural environments.

Essential Functions/Responsibilities:

Inventory System:

Sales Rep will maintain and improve current inventory system to track what products have gone out, what was sold, and what is coming back, and will train Office Manager on inventory system. Primary product is natural soap. Secondary products are cookbook, honey and DVDs.

Database System:

Sales Rep will maintain Salesforce online database system to track communications with key individuals and organizations, status of sales events and potential new markets.

Training Manual:

Sales Rep will maintain and update current training manual. Sales Rep will train volunteers and additional individual contractors to conduct sales events that the Sales Rep cannot attend.

Display Configuration:

Sales Rep will maintain and improve display layout that will be showcased at each event.

Territory:

City of Chicago and suburban Cook and other collar counties (unless additional territories are mutually agreed upon).

Show Orders:

Sales Rep will organize inventory pickup and dropoff with staff at the Angelic Organics Learning Center for upcoming shows. Orders for shows will be sent to Office Manager at least three weeks in advance of show. Average order turnaround will be 2 – 3 days with a maximum turnaround of 1 week.

Out-of -Stock Items-of -Stock Items:

If ordered items are temporarily out-of-stock, Office Manager will communicate directly with the Sales Rep.

Billing and Collections:

AOLC is responsible for all billing, bookkeeping, and collections not handled at point of sale. Sales Rep will collect monies and track all sold inventory. Once tallied, Sales Rep will give Office Manager report and monies to be fully reconciled.

Credit Card Processing: Sales Rep will track all credit card purchases and reconcile with Office Manager.

Sales Rep Pay:

This position is paid hourly at \$11 per hour for work time and \$5 per hour for every hour traveled to sales events. AOLC will reimburse Rep for mileage at \$0.505/mile for travel to sales events or to pickup inventory at the farm. The sales event goal in 2008 is to attend a minimum 30 event days total and to sell \$6000 in soap, \$4500 in honey, \$5400 in cookbooks at these events.. A single bonus for exceeding annual sales targets at events will be made each January. The goal for wholesale soap sales in 2008 is \$7000. If Rep meets the annual sales events target, salary will include a \$500 bonus. If Rep exceeds annual targets by \$5,000-10,000 in sales, a \$1,000 bonus will be rewarded, and if Rep exceeds by more than \$10,000 in sales, a \$2,000 bonus will be rewarded.

Sales Support Materials:

Sales Rep will work directly with Executive Director and Associate Director on all sales support materials including display layout, printed materials, and samples. Sales Rep will need to advise on updated basic price sheet, soap co-op synopsis, labels, other communications materials, etc.

Pricing:

Sales Rep will consult Executive Director before making any pricing changes.

Sales Rep Reporting:

Sales Rep will provide Executive Director with a detailed call plan and show plan scheduled for the month no later than the 5th day of each month.

Ethical Agreement:

Sales Rep commits to act as an honest and responsible representative of the Angelic Organics Learning Center in alignment with our mission and guiding principles (see attached). Sales Rep commits to only sell products from the approved inventory (no side sales), to return all damaged or unsold soaps, and to refrain from personal use of any inventory (unless purchased -- Sales Rep will be provided with samples of products at commencement of position).

To Apply:

Please familiarize yourself with our website at www.learnrowconnect.org and then send your cover letter and resume to Angelic Organics Learning Center, either via email to jobs@learnrowconnect.org or via the post to Soap Sales Rep Position, Angelic Organics Learning Center, 1547 Rockton Rd., Caledonia, IL 61011.