

Full Job Description for the Marketing and Sales Coordinator Position Through Integrative Therapies & Consulting – Live in AAWE™ Approach

Position: Marketing and Sales Coordinator

General job description:

This is a work-from-home (remote) position, except for assisting the business owner-author at events. The ideal candidate will be confident and highly skilled at developing and implementing frugal sales strategies, obtaining new business, membership, product, and service sales, and retention of clients, customers, and membership. You have proven experience serving clientele, resolving concerns, attracting customers and clientele within the health, wellness, and personal development industry, including creating and maintaining efficient records.

An example of the contract employees' responsibilities would be to promote and sell the author's book, services, journals, and artistic products, aiding with the website, posts, networking, and developing relationships to ensure repeat customers and sales. You will work closely with the owner in strategies, promotions, target marketing, and expand upon the author-speaker-service provider-creator brand.

Additional responsibilities will include, but not be limited to, assisting with website and calendar updates, coordinating details for events, reviewing, coordinating with the owner, scheduling podcast interviews, and participating in local and online networking, guest or keynote speaking functions, business, and email correspondence, addressing potential or existing customer, client, or membership needs and concerns.

The qualified candidate will have a self-driven, entrepreneurial mindset and positive attitude, excellent communication, and collaborative skills, with a willingness to learn and hold themselves accountable to upholding the vision and values of the business and its practices. You will have the opportunity to grow with the organization in the personal and spiritual development industry, working and collaborating with the founder, owner, practitioner, and self-development author of this organization.

Qualifications:

- Strong verbal and written English communication.
- Strong ability to take initiative and confidently direct customer interactions.
- Strong organizational and time management skills.
- Ability to self-direct in work, mindset, and attitude.
- Prior Sales and Customer Success experience.
- Belief and respect for the product and services represented.
- Excellence in target marketing, personalized connections, networking, and closing sales.
- Strong ability to research and develop business relationships.
- Adept at editing, and understanding spelling, sentence structure, and grammar.
- Proficient in using social media platforms such as Facebook, Instagram, Twitter, etc.
- Excellent attention to detail and proofreading abilities.
- Ability to work independently and meet deadlines.
- Experience with data entry and clerical tasks, proficiency with Microsoft Office, Word, Excel, PowerPoint, and Canva, and developing record-keeping systems, as needed.
- Familiarity with phone systems and customer service practices.
- Proficient in using Google Suite (Docs, Sheets, Slides) for document management and collaboration - Knowledge of DocuSign for electronic document signing.
- Familiarity with Google Calendar for scheduling meetings and appointments.

Full Job Description for the Marketing and Sales Coordinator Position Through Integrative Therapies & Consulting – Live in AAWE™ Approach

- Have a private, designated workspace, or office, where there is freedom from disruption, or others viewing private and confidential information (HIPAA compliant).
- Willingness to be flexible, commitment to agreed timelines, deadlines, and project completions, on-call, collaborative, accepting change or redirection, and self-accountability.
- Apply the practices and principles taught, encouraged, and supported through this venue. The best sale is the ones that are referred to as a recommendation and first-hand experience that produce loyalty and client satisfaction.

Educational Requirements:

- A combination of work experience, on-the-job training, and education will be considered. However, it would be beneficial to have a minimum of a bachelor's or combined education and training in marketing, psychology, photography/videography, sociology, editing, proofreading, and interpersonal communication.

Note: This job description is not intended to be all-inclusive. The contract employee may perform other related duties as assigned to meet the ongoing needs of the organization.

What we appreciate about you:

- Team Player Attitude
- Growth Mindset
- Openness to Feedback
- Adaptability
- Active Listener
- Strong Work Ethic
- Confident – not cocky
- High level of integrity
- Desire to grow with the business.
- A genuine interest and love of what you do
- A sense of humor
- Ability to be inwardly inspired, and self-motivated.

Pay and benefits:

- The job type is commission-based, contract employment, so you have control over the income you can make.
- As a primarily remote, work-from-home position, the schedule will allow you to set your own work hours, with some on-call, and specified times for events, and planned engagements working directly with the owner-author.
- Travel would range from 5% - 50% of the time, as you grow with the company, and the brand and exposure of the services and author are expanded.
- Added benefits are having a flexible schedule, employee discounts, and growing your skills and talents while growing with the company.

Full Job Description for the Marketing and Sales Coordinator Position Through Integrative Therapies & Consulting – Live in AAWE™ Approach

Does working in this industry match your values and goals? Does it sound like you have the experience and skills to match?

Then we would like to hear from you!

If there are some aspects of this position that you're not sure if you qualify for, apply anyway! This is a position that you will be growing alongside the company.

Applications and interviews will continue until the position is filled, with an expectation to hire the ideal candidate by the beginning of November 2023.

Applicant Instructions:

Respond to this career opportunity with your resume and cover letter (required) briefly describing what your back and experience are, and why you feel you would be a good fit. Be sure to use the phrase "*soulful living*" in your cover letter because attention to detail makes a difference, and we'll know that you've fully read through the description before applying.

This position is for US residents only. Send your resume and cover letter to integrative.therapies.consulting@gmail.com. The subject line should read, "*Job Applicant - Resume & Cover Letter*". We will reply at our earliest opportunity.

Thank you for your interest in working with us!

Rev. Dr. Josephine Sheppard
Spiritual Practitioner and Owner of
Integrative Therapies & Consulting
and the *Live in AAWE™ Approach*

Solicitation from hiring, placement, marketing, or recruitment agencies will not be accepted. This is for individuals interested in the position for consideration only. Do not contact this company with other forms of solicitation, marketing, or job offers.