



## Sales and Marketing Associate

Full-Time

8:30-5:30 Mon-Fri

EdVenture seeks dynamic and highly organized professionals to coordinate efforts in sales and marketing. This is a great opportunity to use relationship-building, marketing, and sales experience to expand EdVenture's presence in the community.

### Responsibilities

- Marketing and selling all educational programs including; field trips, camps, overnights and facility rentals
- Reporting on and meeting assigned sales goals
- Ensuring excellent guest booking experience
- Building relationships to expand EdVenture's presence in the community

### Qualifications

- A four-year college (Marketing or Business) degree preferred; required with minimum two years related experience
- Experience managing multiple projects simultaneously and ability to work effectively with customers and staff
- Pleasant personality, good interpersonal skills, professional and groomed appearance, strong organization and communication skills, ability to work as a team player, ability to meet deadlines, discretion and good judgment in daily activities
- Strong computer skills, experience with sales/reservation systems

### Requirements

- Must be able to work some evenings and weekends as needed

### Benefits

Full-time position with excellent benefits including health, dental and LTD insurance, paid vacation, holidays and sick leave