



## **Sales and Marketing Associate**

### **Full-Time**

**8:30 a.m.–5:30 p.m., Monday–Friday**

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; birthday parties, 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
- Greeting guest for Administrative office
- Handling a multi-useful telephone system
- Answering general questions from the public about EdVenture

### **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