

Women of the Cloud Forest
Fair Trade Sales Coordinator

Do you want to become a social entrepreneur and make a positive impact on the lives of others? We have a unique sales position in a growing and dynamic fair trade organization. We're looking for someone to bring their passion, creativity and problem-solving skills to help us increase our sales.

Women of the Cloud Forest is social enterprise based in Pittsburgh which has direct, long-term relationships with family workshops and cooperatives in Nicaragua and Costa Rica. We have been working since 2001 to secure stable markets and sales opportunities for these artisans' products. Increasing our sales will directly and positively impact the lives of our artisan partners.

We operate a retail shop in Highland Park under the name Flatboat Fair Traders, along with multiple locations and off-site events around the region. The November/December holiday season is our prime retail season, with 6-week all-weather outdoor markets in multiple cities, one of which will be managed by this position. This position will also support the continued growth of new retail opportunities.

We are seeking a full-time SALES COORDINATOR who will bring their passion and skills to Women of the Cloud Forest to manage and grow our annual off-site sales. Our ideal candidate will be an energetic self-starter who will develop a passion for fair trade and be a vital member of our enthusiastic team.

Our organization is a member of the Fair Trade Federation. We embrace the global principles of fair trade and strive to develop transparent relationships, support safe and empowering working conditions, and cultivate environmental stewardship.

RESPONSIBILITIES

- Primary responsibility will be growing our sales in the following ways:
- Manage a retail location in Pittsburgh
- Represent Women of the Cloud Forest at off-site events within a 6-hour radius of Pittsburgh
- Staff outdoor market in Philadelphia for 6 weeks during the 2018 holiday season
- Seek and identify new opportunities for sales
- Implement social media marketing campaigns
- Communicate with wholesale customers in sales/support capacities as part of a team

QUALIFICATIONS AND SKILLS

- Entrepreneurially inclined and sales-oriented
- Ability to engage with and educate consumers about fair trade in a highly customer-oriented way
- Ability to solve problems creatively and efficiently
- Excellent managerial, organizational, interpersonal and communication skills
- Ability to work independently as well as in a team environment
- Willingness to be flexible with work assignments
- Proficiency with computer applications like Microsoft Excel and familiarity with social media platforms like Facebook, Instagram, and Twitter
- Warmth, enthusiasm, and friendliness
- Passion for social justice and ability to inspire others
- Ability to carry out responsibilities in a fair and ethical manner, in keeping with our mission and values

EDUCATION/EXPERIENCE

- Bachelor's degree
- Experience in retail or working with the public at events

OTHER REQUIREMENTS/PHYSICAL DEMANDS

- Must have valid driver's license and car to transport retail displays and items to events
- Must be able to occasionally lift up to 50 pounds
- Must be able to stand for extended periods of time
- Must be able to withstand a variety of weather conditions for long periods of time

This is a full-time position based in Pittsburgh, PA with significant regional travel to neighboring states. The work schedule is forty hours per week. Weekend and evening commitments are required. Starting salary is \$30,000 with opportunities for bonuses based upon sales goals.

Please submit your resume via email to: info@womenofthecloudforest.com