

Sales & Development Coordinator

Location: Arequipa, Peru Start date: ASAP Duration: min. 6 month Position: volunteer/intern

As the **Sales & Development coordinator for our Madres Luchadoras Project**, you will be responsible for carrying out planning, management and coordination activities to maximize sales and monitor the impact of the Madres Luchadoras project, setting goals aligned with the projects' objectives. In this regard, you will be responsible for executing the sales strategies for all existing & future Madres Luchadoras products, as well as monitor the project impact and implementation. You will work in close coordination with the General Director, Project Manager, Madres Luchadoras Coordinator and Finance Coordinator.

Responsibilities


1. Sales:

- Execute the yearly sales plan and draft the sales plan for 2023.
- Meet a monthly sales goal to meet and develop innovative sales strategies.
- Keep up-to-date budget and inventory control (stock of finished products).
- Assist the Project Coordinator in picking-up products for distribution locally and internationally, as well as maintaining quality control standards on incoming products.
- Receive and process sales orders, contact customers to answer questions and send order confirmations (both on our e-shop and locally).
- Coordinate payout of mothers with the Finance coordinator and Project coordinator.
- Develop & grow partnerships with existing and new partners & retailers comprising local stores, boutiques, hotels, fairs and markets as well as international resellers.
- Manage Intiwawa's e-shop, in coordination with the marketing team and finance coordinator.

2. Impact measurement & project development

- Work closely with the Project Coordinator and participating mothers to establish a plan to measure project impact, and carry out project impact evaluation including quantitative and qualitative data.
- Develop a plan to increase project impact, based on the initial evaluation carried out.
- Work closely with the project coordinator to monitor project development.
- Develop strategies to help the participating mothers acquire the skills necessary to sell their products, involve them in sales activities whenever possible.

Requirements

- Excellent English and Spanish skills, written and spoken
 - Previous experience in sales and ecommerce (desirable)
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- Exceptional interpersonal and customer service skills
- Excellent organizational, communication and coordination skills.
- High level of initiative, leadership and confidence
- Ability to work both independently and in a multicultural/collaborative environment
- Minimum 6 months commitment

Details

- The position is **voluntary** (unpaid) and full-time (**around 35 hours/week**)
- Flexible, unconventional schedule
- Low-cost housing available
- Work-related expenses are covered
- A letter of reference and certificate will be provided at the end of the term

Please send a letter of motivation, CV and your criminal record certificate to volunteer@intiwawa.com

