**MISSION STATEMENT**: To assist adults in attaining and maintaining their own unique independent living goals, and to promote and encourage citizenship of persons with disabilities in the Districts of Parry Sound and Muskoka.

**POSITION:** COFFEE BREAK NEWSLETTER / SALESPERSON

**REPORTS TO:** Executive Director

**HOURS:** Part-Time (12 hours/week) / Wage appropriate for skill level

**POSITION SUMMARY**: A skilful person to plan and carry out the creation, production and distribution of the Coffee Break Newsletter, and conduct all sales activities on assigned accounts or areas. Responsible for ensuring customer satisfaction and managing quality of product and service delivery.

**ORGANIZATIONAL DUTIES and RESPONSIBILITIES**:

* Create biweekly Coffee Break Newsletter using various mediums, including jokes, riddles, puzzles
* Print and sort 2000 copies, and distribute to over 40 local locations in Parry Sound
* Generate and qualify leads
* Prepare sales action plans and strategies
* Develop and maintain a customer database
* Make sales calls/visits to new clients
* Prepare and present sales contracts
* Respond to sales inquiries and concerns by phone, electronically or in person
* Perform quality checks on product and service delivery

**REQUIREMENTS / QUALIFICATIONS**:

* Knowledge of relevant computer applications, ie: MS Office 365
* Knowledgeable with office equipment, ie: photocopiers, computers
* Experience in sales
* Excellent communication, persuasion, and negotiation skills
* Resilient, tenacious, and adaptable
* Goal oriented and able to meet strict deadlines
* Valid Ontario Drivers license

All employees are subject to a Police Check by the OPP upon hiring.

RISE is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of any kind. RISE is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at RISE are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the Ontario Human Rights Code and Employment Standards Act. RISE will not tolerate discrimination or harassment based on any of these characteristics. People with lived experience of disability are encouraged to apply.