



POSITION TITLE: Product Program Manager

REPORTS TO: Director of Product Program

FLSA STATUS: Non-Exempt, Full Time

POSITION SUMMARY

Have you ever wondered what goes into making the Girl Scout Cookie Program an important and fun part of the overall Girl Scout experience? The Product Program Manager is the perfect position for individuals ready to make a direct and lasting impact on the leadership development of girls across Georgia. Work behind the scenes of the largest girl-led business in the world as you help implement strategies to support Girl Scouts and volunteers. With creativity and innovation, you will develop the volunteer training program, rewards programs for girls and work collaboratively to make sure members are motivated, prepared, and excited to participate in the Girl Scout Cookie Program and the fall nut and candy program. The ideal candidate will enjoy building relationships with volunteers and collaborating with other departments, who are invest in supporting the next generation of female entrepreneurs.

ACCOUNTABILITIES

- Coordinates with the Director of Product Program to establish goals, objectives, and plans for product program fall and cookie program in local area.
- Oversee the operation of all product program fall and cookie program in local area.
- Develop and implement training to ensure consistent message delivery for product program fall and cookie program for service area manager, troop managers, volunteers, and staff members.
- Coordinates with vendors to provide excellent customer service to our volunteers and customers.
- Maintains computer data bases for product program fall and cookie program.
- Develops the printed materials for the product program fall and cookie program each year to include service area manuals, troop manuals, parent responsibility and permission forms, and other forms needed.
- Coordinates with MarCom to implement the communication strategy to market product program fall and cookie program both externally and internally.

ACCOUNTABILITIES

- Directs and oversees the warehousing of products including storage and distribution. Monitors product inventory and serves as the liaison with the trucking companies and warehouses.
- Oversees the strategic planning process for developing and implementing cookie booths for troops and/or girls.
- Oversees the process for collection of outstanding accounts.
- Serves as back-up for retail program as needed.
- Participates and attends community events and trainings, as necessary.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION

- Bachelor's degree preferred; related experience considered of no less than 3 years in program/marketing or similar background.
- Willingness to maintain standards, carry out the mission and adhere to the policies of GSUSA and Girl Scouts of Historic Georgia.
- Ability to model behavior consistent with the Principles of Inclusiveness and Girl Scout Mission, Promise, Law, and Values.
- Ability to provide outstanding customer service to girls and volunteers.
- Excellent oral and written communication skills.
- Strong planning, organizational and financial skills.
- Proficient with Microsoft Office applications (Windows, Excel, PowerPoint, and Internet Explorer).
- Ability to work a flexible schedule including evenings/weekends.
- Ability to travel as job requires with occasional overnights.
- Possess a valid driver's license that meets the Council insurance company's requirement for coverage.
- Membership in the Girl Scout Movement.
- Desire to improve and develop professionally.

PHYSICAL REQUIREMENTS

- Walking, standing, bending, stooping, reaching and moderate lifting (up to 50 pounds).
- Must be able to sit at a workstation and/or a computer screen for up to 2 hours at a time.
- Occasional exposure to seasonal weather conditions.

Employee Role in Fund Development and Membership

Girl Scouts of Historic Georgia staff members will have an active role in the council's fund development and membership efforts, as set forth by the CEO.

In addition, as an employee, you are a representative of GSHG, and people form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to, or member of, the council and, thus, these impressions can influence their actions.

Employees also can play a more active role in fund development and membership by being alert to opportunities to identify potential new donors and volunteers.

Employee signature

Date