



K-12 Education Outreach Coordinator

Digital Human Library is looking for a K-12 Education Outreach Coordinator to lead sales and outreach activities in the K-12 education market across Canada and the United States. Coordinators are passionate about making a difference for kids, and provide an outstanding partnership experience for the school districts we serve. Coordinators are responsible for initiating outreach, coordinating sales presentations and follow up meetings, collaborating with dHL Consultants, as well as maintaining relationships with school districts.

In order to be successful in this role you will need to have previous experience working in education or within the Canadian education market, sales experience, a deep understanding of the sales process and dynamics, marketing experience, exceptional interpersonal skills, and enjoy working on an innovative and dynamic team!

Personalized training will be provided to all new Team Members.

Job Type

Contractor

Location

Work remotely from home! No travel required.

Qualifications

- Bachelor's degree (business or marketing preferred)
- Bachelor of Education Degree (preferred but not required)
- Growth mindset
- Highly motivated and goal driven (a proven track record in sales)
- Ability to build productive professional business relationships
- Demonstrated ability and a passion for building bridges between Indigenous and non-indigenous peoples.
- An understanding and deep appreciation for Indigenous Culture and Peoples, within Canada and/or globally
- Proficient oral and written communication and collaboration skills
- Strong interpersonal skills and relationship management skills
- Demonstrated ability to work collaboratively on a team
- Proficient time management and organizational skills
- Highly skilled using Hubspot or a comparable CRM
- Proficiency using G-Suite/ Google Apps (preferred)
- Proficiency using at least one video conferencing platform (Skype, Hangouts, Zoom preferred)



Responsibilities

- Establish, develop and maintain positive client relationships with K-12 school districts across Canada
- Engage in high level conversations with senior leadership teams
- Promote and sell services leveraging product knowledge, market trends and district needs
- Reach out and connect with new potential districts by phone, email, and video conference
- Respond to customer inquiries/ complaints and expedite the resolution to ensure district satisfaction
- Collaborate with dHL teams to achieve agreed upon sales targets and outcomes
- Handle order processing with accuracy and timeliness
- Track client relationships and the sales process using Hubspot
- Generate reports on customer needs, problems, interests, competitive activities, and potential for new products and services
- Assist in the creation, preparation and distribution of promotional materials
- Provide after-sales support to districts as needed
- Continuously improve through feedback

Compensation

This job is commission-based to start with the opportunity to move to a salaried position if successful in this role. We offer a 12% commission rate for new sales and variable commission rates for subscription renewals. Typical sales can range from \$1500 CAD per sale (commission = \$180) to \$200,000 CAD per sale (commission = \$24,000).

Annual Earnings Range

\$20,000 - \$70,000+

How to Apply

Please send your resume and cover letter to Leigh Cassell:
leigh.cassell@digitalhumanlibrary.com

Due to the high volume of applications we receive, only successful applicants will be contacted. Thank you for your time!