

Mayan Hands Sales and Marketing Assistant

Salary: Hourly, based on experience

Hours per Week: 10 (Possibility of obtaining more hours)

Mayan Hands is a non-profit, Fair Trade crafts distribution business located in Ijamsville, MD. We work with impoverished Mayan weavers who live in the highlands of Guatemala and desperately rely on our sales for their income. Mayan Hands sells to businesses and organizations through out the US and Canada and is looking to expand into other markets and types of sales channels.

Mayan Hands seeks a creative, outgoing, energetic individual with strong public speaking skills and refreshing ideas for marketing handmade fair trade textiles. This position will offer a highly self motivated person room to grow and to contribute to the livelihoods of Mayan women in Guatemala.

Duties include:

- Design a sales and marketing program to reach new and niche markets for Mayan Hands products.
- Establish a nationwide consignment network program to engage faith communities, individuals, and any other interested groups in selling our products including pricing, packing, shipping and return processing of products as a result of the consignment network.
- Create brochures, postcards and other marketing materials
- Placing ads and sending mailings where and when appropriate if budget permits.

Other possible duties if time permits:

- Represent Mayan Hands at festivals and independent sales venues within the greater Washington DC area.
- Schedule and deliver presentations on the work of Mayan Hands for schools, faith communities, and in other venues.
- Create an on-line fundraising program for schools.
- Write and design quarterly newsletters for clients, supporters and friends of Mayan Hands.

Qualifications:

- Demonstrated excellence in public communication
- Demonstrated ability to multitask with minimal supervision
- Demonstrated ability to establish new relationships in creative ways
- Background in sales significantly desired
- Computer literacy in basic Microsoft programs required. Experience with Microsoft publisher or other design programs highly desirable
- Bachelors degree in business, marketing or other related fields preferred
- Interest in Fair Trade and weaving helpful.
- Spanish language skills a plus.

To apply, please send cover letter and resume via e-mail or mail to :

Mary Joan Ferrara-Marsland
Mayan Hands
9607 Dr. Perry Rd. #114
Ijamsville, MD 21754
info@upavim-mayanhands.org

Applications accepted until the position is filled. No calls please. Only candidates selected for interviews will be contacted.