

Position: Interim Boutique Outreach Associate (Six month Contract position – 25-30 hrs/ month including weekends)

Project: Create awareness & increase sales of the Maitri Boutique through targeted outreach to specific communities

Position Responsibilities:

- Work closely with the Boutique Manager to plan and execute outreach and sales events at various locations around the Bay Area.
- Reach out to different communities, schools, temples, corporations etc. to cultivate relationships that lead to opportunities for boutique outreach events.
- Organize and manage all event details such as packing outfits, table set-up, booth décor, and transportation of all items required for booth set up to and from the venue.
- Create and provide event-related reports and success metrics to supervisor.
- Work with Boutique Manager to create and distribute event flyers
- Coordinate with volunteers and event organizers for all Boutique outreach events
- Other duties as assigned, including but not limited to, working as part of a team with staff members and volunteers.

Required qualifications:

- Effective verbal and written communication skills.
- Proficiency in MS Word, Excel and Social Media
- Customer service and interpersonal skills (including an ability to resolve customer conflicts).
- Ability to work independently and as part of a team; to manage multiple tasks and prioritize projects; detail-oriented, self-motivated, well-organized and flexible
- Ability to work well in groups, collaborate with others, and embrace diversity.
- Must be authorized to work in USA
- Contract hours require working some evenings and weekends, based on event schedules
- Ability to lift up to 30 lbs.
- A driver's license, vehicle and ability to travel (local) for work is required

Please send your resume with a cover letter to boutique@maitri.org