



**St. John's Board of Trade**

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**Job Posting**

## **SALES & MEMBERSHIP COORDINATOR**

The St. John's Board of Trade is where Business and Opportunity connect. With over 700 members and growing, we need a dynamic, energetic, and forward-thinking individual to assist in the engagement and recruitment of new members and deliver an experience that will make their investment one of the best business decisions they will ever make.

If you're looking for a role that will allow you to connect and integrate into the business community, develop and deploy out-of-the-box sales approaches, while building and maintaining relationships with current and potential members—this role is for you!

**Your Focus:**

Reporting to the Director of Business Development and Member Success, you will be responsible for co-developing and implementing membership recruitment and retention strategies, as well as the day-to-day member services for the St. John's Board of Trade. Duties will include:

- Implement annual sales plan that expands the St. John's Board of Trade current membership.
- Establish, grow and maintain relationships with new and current members while identifying emerging markets.
- Assist with planning and execution of member events.
- Communicate the benefits of a St. John's Board of Trade membership to existing and potential members.
- Stay up to date and identify additional Member-Only Savings Program partners.
- Amplify member value and retention strategies.
- Assist with membership renewals, day-to-day inquires and membership database management.

**Your Skills:**

A strong network within the business community, passion for our province and excitement to meet new people are must-haves for the St. John's Board of Trade's Sales & Membership Coordinator role. We'd also like our new teammate to have:

- A proven ability to implement a sales plan with a need to meet or exceed sales targets.



- A natural ability to work with people; you have an exceptional ability to build strong relationships and you love to network.
- A strong understanding of the business community for St. John's and surrounding area and a passion to learn more!
- Excellent written and verbal communications skills with exceptional attention to detail and follow through.
- Ability to use Microsoft Office suite of programs (Word, Excel, Outlook etc.)
- Proficiency with MailChimp, SharePoint, CRM Program would be an asset.
- A positive attitude and willingness to learn!

Please note: Any combination of experience/education will be considered, but ideally you have 3+ years experience in a sales role.

**Compensation and benefits:**

- Competitive compensation structure, including bonus incentives.
- Comprehensive health benefits from Chamber of Commerce Group Insurance Plan (Medical, Vision, Dental)
- Group RRSP
- 3-weeks vacation

**To apply:**

Please send your résumé and cover letter in a single file, PDF format, by **January 8 at 5:00 p.m.** to **[jobs@bot.nf.ca](mailto:jobs@bot.nf.ca)**

Any questions should be sent to  
Katrina Kum  
Director of Business Development & Member Success  
[katrina.kum@bot.nf.ca](mailto:katrina.kum@bot.nf.ca)

*We thank all applicants for their interest. However, only those candidates selected for interviews will be contacted.*