



Nolan's H.E.R.O. Foundation

Job Title:	Sales Associate	Job Category:	Internship
Department/Group:	Sales	Job Code/ Req#:	SALES-001
Location:	Pittsfield, ME	Travel Required:	None
Level/Salary Range:	Internship	Position Type:	Internship
HR Contact:	Ray Berthelette	Date Posted:	1/30/2023
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Until Filled

Applications Accepted By:

EMAIL:

ray@NolansHEROFoundation.org
Subject Line: Sales Associate Internship

MAIL:

Ray Berthelette
Nolan's H.E.R.O. Foundation
324 Hamilton Terrace
Pittsfield, ME 04967

Job Description

ROLE AND RESPONSIBILITIES

Nolan's H.E.R.O. Foundation is a non-profit organization formed to carry on the mission of Nolan Berthelette, a Pittsfield youth, who suffered a fatal brain aneurysm at the age of 14. Our goal is to raise awareness of brain aneurysms and to support those who are finding ways to be a H.E.R.O. (Helping Everyone Realize Opportunities) in the lives of others. As a Sales Associate you will be instrumental in assisting the Foundation in developing, distributing, and selling Foundation merchandise.

- Developing new ideas for Foundation merchandise.
- Research new vendors for competitive pricing.
- Work with vendors for pricing, ordering, and shipment of merchandise.
- Find new outlets to sell Foundation merchandise.
- Keep inventory updated at distribution locations and collect money.
- Assist with selling merchandise at events.
- Other duties as requested.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High School or College Internship

PREFERRED SKILLS

Writing skills, Computer skills, MS Word, MS Excel, social media, research, team player, motivated, ability to meet deadlines, want to make a positive impact in the World.

ADDITIONAL NOTES

Since we are a 501c(3) non-profit organization, your hours will not only count towards your internship, but towards community service as well.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Ray Berthelette	Date/Time:	1/30/2023 2:40pm