



Azizi Life participates in local initiatives for the development of Rwandan communities, working towards physical and spiritual wholeness for all.

Coordinator of US Operations and Sales

Job Purpose

Azizi Life promotes the work of Rwandan artisans and entrepreneurs through the sale of fair trade crafts and cultural experiences. The Coordinator position will be a part-time or full-time volunteer employee of Azizi Life. In conjunction with a small team of volunteers, the Coordinator will focus on US based customer service and US based tasks such as banking, social media and the Fair Trade Federation. The staff member will be located in the US and work independently with oversight from the Azizi Life Board of Directors and Rwanda staff.

The position will be support raising or self-supporting.

Duties and Responsibilities

Customer Service

- Work with Rwanda team on FOB orders and invoicing.
- Maintain relationships with current retail customers.
- Create and send newsletter to wholesale customers twice annually.

Sales

- Ensure that all website sales are fulfilled by our warehouse partner.
- Work with the marketing volunteer team for online promotions and sales.
- Oversee and facilitate hosts of community-based sales.
- Pursue and facilitate orders and billing of wholesale customers.

Banking

- Make deposits, wire transfers and write checks from Azizi Life bank account.
- Maintain primary responsibility for monitoring US bank account.
- Track all expenses in the US.
- Help with US taxes, communicate as needed with accountant.

Social Media

- Post regularly on Azizi Life's Facebook, Twitter and Instagram accounts.
- Follow and interact with retail stores and trends.

Fair Trade Federation

- Complete annual Fair Trade Federation renewal.
- Develop contacts and relationships within the FTF.
- Attend FTF conference annually.

Supervision

- Recruit and supervise assistant to US Coordinator based in US.
- Recruit and supervise interns and volunteers as needed.

Qualifications

Qualifications include:

- Bachelor's degree preferred.
- Ability to learn quickly about Azizi Life, Rwanda and customers.
- Familiarity with Word, Excel and Google Sheets with desire to learn if needed.
- Strong inter-personal skills for sales and marketing.
- Self-motivated to work independently.
- Experience living, working or traveling in Africa preferred.

Working Conditions

Staff member will work independently in their desired location. Azizi Life will help with home office costs. Some travel will be required to craft shows, trade shows and conferences.

Physical Requirements

Staff member should be able to stand for long periods of time at craft shows and events. Staff member will also be responsible for carrying and lifting crafts during set-up; must have capacity to move and carry 30 lb bins.

Direct Reports

Assistant Coordinator of US Operations and Sales
Volunteer Coordinator

Volunteer Understanding

Azizi Life welcomes volunteers of all backgrounds who embrace and affirm our mission and core values. Please know that Azizi Life is designed as an expression of the love of Jesus and is guided by our statement of faith, and we ask that all volunteers to respect this in their work with us. Thank you.