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JOB DESCRIPTIONS

JOB SPECIFICATION/POSITIONS

Sales and Marketing Associate for Book Festivals and Trade Shows; part-time, 1099 contractors only. Accepting applications for nine openings through March 31, 2009, for the Philadelphia Book Festival on April 18-19, 2009. Applications available online at www.ahlpub.com/hr.html or by calling the office using the number above;

(Pay Rate: Team Member \$10/hour; Team Leader: \$14/hour; plus per diem for meals and incidentals; travel to and from event reimbursed at 55 cents per mile)

SELECTION FACTORS:

Applicants should describe their previous experience and training for each of the following selection factors at the bottom of page two of the application. AHLP will use these factors to select the most qualified applicants to interview. Candidates selected as contractors must satisfactorily demonstrate possession of these skills/abilities.

Ability to:

- Show proof of legal residency in the US or US Citizenship;
 - Comprehend and follow safety rules and regulations;
 - Understand and execute oral and written instructions;
 - Work out of doors for extended periods under cold and warm weather conditions;
 - Interact in a professional and respectful manner with managers, supervisors, other staff members, authors, the media, and the public;
 - Establish and maintain effective working relationships with managers, supervisors, other staff members, authors, the media, and the public;
 - Provide quality services in a cost-effective manner and recommend improved methods of performing the work;
 - Physically perform the essential functions of the job.
- If a designated driver, hold a valid US driver's license and maintain a good driving record.

JOB CLASSIFICATION SUMMARY

The principal function of a contractor in this class is to perform variety of routine and specific tasks that involve setting up publisher's booth, conducting sales, and cleaning designated areas assigned to the publisher. Positions of this classification may be responsible for providing on-the-job training to contractors at the apprentice level. The work is performed under the supervision of the Director/Department of Sales and Marketing or designated senior personnel. A contractor in this position performs the duties of other contractors, as assigned by supervisors.

We are an equal opportunity employer and our employment decisions are made without regard to race, color, religion, age, sex, national origin, gender identity, handicap, disability, veteran or marital status. We reasonably accommodate individuals with handicaps, disabilities and bona fide religious beliefs.

The principal duties of this position are performed in an outdoor environment which may involve adverse weather conditions and related hazards. The contractor may work individually or as a crew member. Work performance is evaluated for quality of workmanship on projects and the proficiency and safety demonstrated on the job.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Publisher's Booth –

Hand out catalogs, flyers, and promotional brochures, gather names for mailing lists, and direct festival attendees to supervisor or publisher's booth for answers to questions about the corporation, staff, or sales.

Setup – Perform minimal physical labor (lifting up to 50 lbs). Assist with setting up booth; carrying boxes of books, books accessories, and trade displays to and from the event locations (unloading area, booth, loading area).

This also includes moving tables and chairs, and display; laying out items in the tent; and participating in other relevant activities. Although no special skills are necessary, knowledge of teamwork and proper conduct is a plus.

Merchandise Sales –

Carry out sales and have knowledge of working with cash and credit card transactions by computer or card reader; keep cash drawer secure; restock and organize materials; hand out teasers to increase traffic to the booth; and move merchandise between displays as required.

Cleanup –

Complete tasks involving physical labor. This may include such things as packing and moving items; loading carts, moving boxes, tables, and chairs; disassembling displays; and other tasks.

Check-In (Team Leader will) –

Maintain records of incoming team members; distribute company shirts, name badges, and event information; dispatch team members to pre-arranged assignments; ensure that team members complete tasks as needed during the festival throughout the day; and carry out other tasks as assigned by senior staff.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from an accredited high school is a minimum requirement. College education with a major or minor in business, marketing, or communications may serve as an advantage.

An equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

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