



JOB TITLE: Sales & Business Coordinator

REPORTS TO: Tiger Tutor Program Manager

JOB STATUS: Part-Time (approximately 18 hours a week)

About Tiger Tutor

Tiger Tutor is a non-profit test prep and tutoring company dedicated to providing individualized and quality instruction in order to help all learners reach their academic goals. We work closely with both students and parents, providing unique study plans for each student based on his or her specific needs. A social enterprise business, Tiger Tutor is a program run by Chinese Mutual Aid Association (CMAA), a 501(c)(3) community-based organization with offices in Chicago and Elgin. The profits from Tiger Tutor support CMAA's Youth Department, providing after school academic and enrichment programming for low-income immigrant and minority youth.

JOB DESCRIPTION: A social service enterprise model, Tiger Tutor is a test prep company, and we are looking for an enthusiastic and dedicated Sales & Business Coordinator to help us build our relationships and partnerships with the community, including public, private and parochial schools. The position will partner to create marketing programs, outreach and digital ad campaigns with the goal of customer acquisition. The Coordinator will work closely with the Program Manager, Coordinator, and Executive Director.

If you are business-savvy, driven, sales-oriented, creative individual and interested in helping us grow, then send us your resume and cover letter. We're looking for a "roll up your sleeves" type of person who is a team player with excellent verbal and written communication skills. This is a part-time position, with unlimited potential for growth.

RESPONSIBILITIES:

- Collaborate with Tiger Tutor team to refine and execute business development and customer acquisition strategy
- Develop new business opportunities with Chicagoland schools and other organizations. Identify and refine targets, identify decision-makers, and build relationships leading to contracts to provide tutoring services
- Conduct targeted recruitment outreach at Chicagoland schools, community events, etc. to build Tiger Tutor's client base with both students and parents
- Create and execute new, innovative approaches to customer acquisition
- Build relationships with community stakeholders, school administrators, and parents
- Manage online advertising strategy, campaigns, and execution
- Other duties as assigned
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QUALIFICATIONS:

- Bachelor's Degree required
- Excellent oral and written communication skills



- Excellent interpersonal skills
- Ability to work both independently and in teams
- Excellent time-management skills
- Friendly, patient, helpful, and professional demeanor
- Experience in sales or business development
- Passionate about Tiger Tutor's mission and a desire to help learners reach their academic goals
- May require some evening and weekend outreach work

PREFERRED:

- Experience in educational field or tutoring services a plus, but not required

TO APPLY: Please send a resume and cover letter to Madeleine Azcueta, HR Coordinator, with the subject line "Sales and Business Coordinator" to madeleinea@chinesemutualaid.org