



Job Title: Florida Schools Associate

Location: Remote (Florida resident)

Reports To: Director of Florida School Partnerships

Position Status: Exempt

*CLT exists to reconnect knowledge and virtue by providing meaningful connections and assessments to seekers of truth, goodness, and beauty. The sales team serves as the outward facing part of this mission, fostering relationships and connections with partner schools and organizations. Within the sales team, a **sales associate** supports the department director to find potential connections, organize data, and support the mission of CLT by participating in the sales process as needed.*

Duties and Responsibilities:

- Serve FL partners through all stages of the product ordering and implementation process
- Automate processes within CRM to create a more efficient sales and renewal process with FL partner schools
- Build school relationships by providing outstanding support and customer service
- Assist with lead generation and outreach (phone and email)
- Help schools understand the value and benefits of the CLT suite of assessments
- Join Director at conferences and school visits (as directed), as well as company-wide meetings in Annapolis (2-3 times per year)
- Attend all required company and sales meetings

Requirement:

- Current resident of Florida
- 2-3 years of experience in Florida K-12 administration (principal, dean, counselor, testing coordinator, etc.)
- Experience with CRM or database management tools (Hubspot preferred)
- Great verbal and written communication skills
- Passionate, Anchored, Humane
- Interest in and love for liberal arts education