

LOCATION: **Eskaton Administrative Center**

POSITION: **Livable Design Sales Representative and Marketing Assistant
(Universal Design)**

I. **JOB SUMMARY**

Working within the Livable Design division of Eskaton, the Sales Representative and Marketing Assistant is responsible for marketing and outreach to the building industry to advance the adoption of the Livable Design certification program.

II. **JOB RELATIONSHIPS**

Responsible to:	Director, Research & Strategic Planning
Workers Supervised:	None
Interrelationships:	Eskaton executives and staff, building industry, architectural firms, Eskaton business partners, community agencies and associations, and the community at large.

III. **POSITION REQUIREMENTS**

Requires minimum three years of experience in a lead new home sales role and at least three years of experience in the building industry. Must have expertise and proven experience with universal design. Strong interpersonal skills and the ability to communicate well in orally and in written formats; and a proactive and collegial attitude. Proficiency in Microsoft Office applications (Word, PowerPoint, Excel, Outlook, Publisher)

V. **PHYSICAL EFFORT AND WORKING CONDITIONS**

Working conditions are mostly in an indoor office environment. Work may involve bending from the waist, stooping, twisting, and lifting of objects not to exceed 35 pounds Travel is required.

This job description should not be construed to imply that these duties, responsibilities, authorities, and expectations are the exclusive requirements of the position. The incumbent may be required to follow other instructions and perform other related duties as determined by proper authority.