



## CATHOLIC CEMETERIES OF LONG ISLAND

POSITION TITLE: **Sales Coordinator**

### **Primary Responsibilities:**

- Coordinate cemetery's overall sales activities, including burial rights, and related cemetery products and services
- Serve to centralize the sales of Catholic Cemeteries of Long Island's products and services
- Coordinate customer development and marketing strategies with Marketing staff
- Work at multiple cemetery locations when necessary – Westbury area, Central Islip and Coram
- Develop and prepare monthly sales reports, including budget and variance reports

### **Requirements:**

- Three years or more sales and management experience; cemetery sales and service experience a plus
- Team player, patient and empathetic
- Experience in public-facing/speaking, presentations, sales-driven, customer services environment
- Ability to encourage and motivate others to achieve greater results
- General familiarity of Catholic faith and traditions
- Not-for-profit experience a plus
- Bi-lingual (English and Spanish) a plus
- Proficiency in computer software

Please email [Employment@CCLongIsland.org](mailto:Employment@CCLongIsland.org) to request an application for employment.