

Damon Brooks & Associates is looking to add an Engagement Specialist to book the speakers bureau collection of 36 professional speakers, all of whom live with a disability. Hourly rate + commission. Interested and qualified individuals may contact DB&A at [amy@gesherdr.org](mailto:amy@gesherdr.org)

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**Engagement Specialist (Part-Time)**  
**JOB DESCRIPTION**

**JOB TITLE:** Engagement Specialist (5-10 hours per week)

**DIRECT REPORT:** Director of Engagement; Executive Director

**ESSENTIAL FUNCTIONS / RESPONSIBILITIES / DUTIES:** Identify and qualify potential leads using various research methods and tools. Engage and nurture leads through multiple channels such as emails, social media, or phone calls. Track and document all interactions and lead progress.

**PRIMARY RESPONSIBILITIES:**

- Contacting prospective customers via telephone and e-mail
- Evaluating leads
- Communicate with the sales team for appropriate follow-up
- Use system provided by Damon Brooks & Associates
- Ability to cater/craft your approach
- Coordinate meetings with prospective clients as applicable
- Other duties as requested and needed

**SPECIALIZED SKILLS AND KNOWLEDGE:**

- Excellent organizational skills
- Task-oriented with ability to work in fast-paced environment
- Team player who works collaboratively in small non-profit
- Strong communication skills, both verbal and written
- Ability to maintain strict confidentiality and professional demeanor
- Pro-actively anticipates sales process
- Beginner to intermediate proficiency in Google including Docs, Sheets, and Outlook
- Beginner to Intermediate knowledge with Social Media including Facebook and LinkedIn

**WORKING CONDITIONS / LOCATION:** Remote work in home office; Main office in Scottsdale, AZ

**SCHEDULE:** Flexible and as needed and required by the position

**REQUIRED SKILLS / ABILITIES /CHARACTERISTICS:** Ability to pass background check including being able to work with vulnerable population

**PHYSICAL REQUIREMENTS / DEMANDS:** Standing, walking, repetitive motions, bending, stretching. Note, the main office is ADA compliant

**EDUCATION / SPECIALIZED TRAINING:** Bachelor's Degree preferred

**EXPERIENCE:** 2+ years sales and marketing in hospitality industry  
Experience working with individuals with special needs/their families (preferred)

**SAFETY:** MUST PRACTICE AND PROMOTE SAFETY AT ALL TIMES

**Damon Brooks & Associates, LLC**

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