

**JOB DESCRIPTION: Research Coordinator**

**Company:** EarthEnable Uganda

**Reports to:** District Manager

**Location:** Luuka and Iganga

**Timeframe:** 9-month contract, for the start, with the possibility of yearly renewals

**Who We Are**

At EarthEnable, we believe that our clients deserve our very best, that morning high-fives are the best way to start the day, and that the best ideas could come from any part of the company. We celebrate each other's wins, learn from our setbacks, and are deeply proud of the impact we make every day. We believe that a clean, dust-free floor means more than living in a healthy home. It means pride and dignity in the place our customers most treasure: their homes. Being a part of our team means more than building floors: it means building an organization and building a better future for rural families.

**What We Do**

EarthEnable is transforming the way people live, by making homes healthier for families across rural Uganda. 80% of Ugandans live in homes with dirt floors which are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g. reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it.

EarthEnable addresses this pressing and ubiquitous problem by selling high-quality, earthen floors that are 80% cheaper than concrete with 90% less embedded energy. Earthen floors are already prevalent in modern homes in the United States and are composed of natural materials (gravel, clay, sand, and laterite). EarthEnable trains and hires local masons to install the floors which are sealed using a proprietary drying oil that makes them waterproof, strong, and polished.

**About the Role**

We are looking for an enthusiastic and hardworking Research Coordinator to join our Sales and Marketing team in Luuka and Iganga District during a 9-month sales research project. This person will be trained to do direct sales, create marketing events, and complete a short survey with customers. As a Coordinator of the sales team, he or she will also be responsible for seeing customers through their entire EarthEnable experience, from the time they first hear about EarthEnable to when their floor is finished. The Research Coordinator will work closely with the District Manager, as well as the district customer experience associate. Research Coordinators should expect to be directly selling our floors as well as coordinating a team of three Research Assistants.

The responsibilities of this role will include, but certainly not be limited to:

1. Coordinate and manage a group of three Research Assistants who independently move to various areas of the selected village

2. To deliver strong floor sales through the leadership of a number of Research Assistants and through personal sales
3. Responsible for the overall performance of the Research Assistants team and achieving specific sales, service, and operational rigor targets.
4. Build, develop and motivate a high performing team committed to achieving as individuals
5. Ensure that team members are developed to achieve their maximum potential whilst coaching them to build their awareness of their strengths/development needs
6. Manage poor performance in line with the contract of employment
7. Be a role model for your team, complete your tasks wholeheartedly, communicating with passion and enthusiasm embracing change as a way of working
8. Create an empowering environment for your people encouraging individual ownership, initiative, and challenge of the status quo
9. Identify and recommend training needs and have plans to satisfy needs.
10. Facilitate a sales discussion door to door based on mapping created by the research team.
11. Fill survey with each customer who purchases floor
12. Check in on previous customers to ensure they are satisfied with the product and service.

**Other Skills required:**

- a. People Management and business management
- b. Communication and presentation skills
- c. Negotiation skills, performance management and pc skills

**Qualifications**

- ❖ At least 8 months of coordinating sales activities, or enumeration experience (census taking) in Luuka Area or Iganga Area.
- ❖ Friendly, outgoing and comfortable talking to different kinds of people.
- ❖ Clear and strong communication skills
- ❖ Able to follow directions and a script
- ❖ Strong interpersonal skills and natural ability to sell the product
- ❖ Intermediate to expert computer skills including strong knowledge of MS Office
- ❖ Ability to work on and keep track of a variety of tasks at the same time; excellent time management skills
- ❖ Ability to work highly independently
- ❖ Positive, can-do attitude
- ❖ Honest and responsible
- ❖ Comfortable spending 6 days a week, 7 hours a day walking.
- ❖ Fluent in Lusoga and English
- ❖ A motorcycle license is a bonus

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