



## **International Meditation Teachers & Therapist Association** *Mind Body Education Pty Ltd*

### **Party Plan Manager Position**

We are looking for a creative, motivated person to manage our newly established Meditation Party Plan Department.

Read about the company at <http://imtta.org/about.html>

Read about the project at <http://imtta.org/party.html>

### **The role**

Working from your own home office, at times that suit you, this role will include the following duties;

#### **Managing the Meditation Party Plan group on Facebook.**

Creating an atmosphere of excitement to encourage members to order stock and facilitate Meditation Parties. Offering advice, suggestions and inspiration to help members plan and run successful Meditation Parties. There are currently 20 members of this Facebook group who have joined because they want to run Meditation Parties and an additional 31 (total 51) people who have registered as wanting to purchase stock and run Meditation Party Plans. The Party Plan Manager would strive to get these members engaged, informed, excited, placing orders and running successful parties.

#### **Processing the orders.**

This involves receiving orders via email and adding the order details to the order record. Once payment has been confirmed, you would create a stock order for our supplier in India.

When the order is posted from India, you will receive a tracking number, which you will then forward to the Party Plan Member. It takes around 10 to 15 minutes to process each order.

#### **Following up to ensure customer satisfaction**

You would need to develop communicative relationships, keep an eye open to make sure the members receive their order and then follow up with them to ensure they are happy. You will be able to use their positive feedback on the members Facebook page to generate more confidence and increase sales.

#### **Attracting new Meditation Party Plan Members.**

You will be able to encourage people from the 240 plus course graduates through our members Facebook group to get involved and start running their own Meditation Parties.

### **Sharing information.**

You will be required to enter all orders on to an XL spread sheet in a shared drive.

You will need to up date those entries when orders are delivered.

You will need to write a brief report to the Managing Director each week to set and demonstrate your key performance indicators.

You will receive notification of when payment is received for an order.

You will receive payment each week for your commission.

### **Collaboration.**

You will be able to offer creative input and collaborate with the Managing Director in regard to developing marketing campaigns, adding new stock to our catalogue and many other creative tasks that will increase your ability to use your skills, creativity and experience to grow this project.

### **Commission.**

The Party Plan Manager will receive recompense for each order processed at a rate of 10% of the total order price before GST.

\$500 is the minimum order and the purchaser is required to pay GST making the full amount payable on a \$500 order, \$550.00.

For each \$500 minimum order placed the party plan member has the ability to make \$1,000 in sales at 100% profit and the Party Plan Manager will receive a 10% commission per order. Which is \$50 on a \$500 order and \$100 on a \$1,000 order.

Our target over the next three months is to process fifty, \$1,000 orders every month. This would make your average commission \$5,000 per month.

We already have the infrastructure in place to make this target a reality and we have already started taking orders. There is every reason to believe that this target could double or triple in just a few months, with the right person managing the project. All it takes is for each of the 50 registered members to place one \$1,000 order per month. The program we have designed will help them build up from a small, initial investment of just \$500 to \$1,000 and \$2,000 orders over the course of just a few months.

If 100 people ran one Meditation Party every week and sold \$2,000 worth of stock at that party, which they would have paid \$1,000 for, you would be making \$10,000 a month. That would take around 25 hours a week to process all of the orders. You might spend 2 hours a day maintaining the Facebook page and following up orders to make sure they are arriving on time. This would make your average work week around 35 hours and you can work those hours when you choose from anywhere in the world you want.

If you engaged an assistant to process your orders and paid them \$25 per hour, you would only need to work two or three hours per day, and you would be making around \$1,600 a week.

### **The Future.**

The IMTTA has been operating for over a decade now and offers stability for the right person. The profits generated for the company through this project (10% of the total order price) are being used to fund the Retreat Project to create a space where people in need can find the self-empowering therapies and education, they need to live happier and healthier lives. So, the Party Plan Managers role is pivotal in helping to create a better world.

It's not just about selling pretty things. All of the items are ethically sourced and 50% of the total purchase price of each order goes directly to India, allowing the crafts people, in the villages, who make these beautiful items to live self-sufficiently. These sales are genuinely life changing for them.

There is no question, this is an excellent program. It is perfectly timed, and the wheels have already been set in motion. It is a win-win opportunity for everyone involved. All it needs is someone with the skill, motivation, imagination and dedication to lead it to its full potential.

**What you will need to succeed in this role.**

- Excellent social media skills. You will be using Facebook to communicate with the Party Plan Members. You will need to know how to connect with them, inspire and motivate them through the creation of useful content.
- An understanding of how Party Plan Sales work.
- Sales and marketing experience
- Great people management skills
- Excellent written and spoken English
- Self-motivation and time management skills

**To apply.**

Please send your CV and an email explaining why you would like this position and why you think you would be the best person for this position to Isabelle Cunningham at [contact@mindbodyeducation.info](mailto:contact@mindbodyeducation.info)