



Supporting Professionals and Promoting Quality

## MnAEYC-MnSACA Vendor Position Description

### The Position:

Represent MnAEYC-MnSACA as a volunteer vendor/exhibitor at conferences, events, career fairs and trainings. Engage with participants about who we are, what services we offer, ways to become involved, and current events taking place within the agency. Answer questions and share agency resources to help build an awareness in the early childhood and afterschool fields about our organization, our mission, and how we serve professionals.

### Qualifications:

- Be at least 18 years old – there is no maximum age!
- Be a *current* member of MnAEYC and/or MnSACA.
- Fundamental knowledge of MnAEYC-MnSACA and its mission, or a willingness to learn.
- Ability to represent MnAEYC-MnSACA in a professional manner.
- Ability to attend a one-time vendor orientation.
- Strong verbal communication skills.
- Have reliable transportation and an ability to travel to locations in the Twin Cities, as well as Greater Minnesota.
- Must complete a **Vendor Interest Form**.

### Responsibilities:

- Pick up vending materials from the MnAEYC-MnSACA office prior to the event and return them within two business days.
- Travel to locations in the Twin Cities and Greater Minnesota.
- Respect & follow the guidelines provided by the event leaders (set-up & take-down times, where to park, doors to use, etc.).
- Set up MnAEYC-MnSACA table per specific layout instructions.
- Engage in conversations about our organization and distribute appropriate resources.
- Document inquiries (i.e. name, program, phone number/email, and questions) and return to MnAEYC-MnSACA with the vending materials.
- Complete a **Vending Debrief** form following the event (some information can be filled out while vending) and return to MnAEYC-MnSACA within two business days of event.

### Benefits:

- Costs incurred for mileage, and housing as applicable, will be covered.
- Build awareness about the importance of MnAEYC-MnSACA in the early childhood and afterschool fields.
- Network with other professionals.
- Build your leadership and speaking skills.