



Position Description

Job Title:	Coordinator, Certificates of Free Sale – Part-time OPS
Base Location:	Coral Gables, Florida
Reports To:	Senior Vice President
FLSA Status:	Non-Exempt
Approved By:	Matt Swanson
Approved Date:	October 7, 2025

BASIC PURPOSE:

This part-time position is responsible for administering and implementing the Certificates of Free Sale Program and Customer Service assistance. Assisting the Miami Office with general office support as warranted.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Manages the administration of the Certificates of Free Sale Program.
- Oversee the online web application processing of the certificates.
- Requires Sales Force data entry of applications with accuracy and efficiency.
- Process and manage the creation of certificates.
- Coordinate the notarization process with signatory approvals.
- Manage the distribution of the certificates.
- Ensure the quality of the program through the recording of volume, revenues, consultations and export actions derived for the program.
- Maintain all records and metrics reporting of the program.
- Provide Customer Service to Florida companies and exporters related to the COFS
- Provide administrative assistance to the Senior Manager of Administration & Export Compliance with general office duties, as warranted

SUPERVISION:

Senior Manager of Administration & Export Compliance provides daily leadership to the Coordinator, Certificates of Free Sales.

ACCOUNTABILITY: Impact and Scope:

No financial or other measurable accountabilities have been identified with this posting.

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree (or equivalent experience)
- General knowledge of Microsoft Office software programs.
- Communication capabilities that include verbal, written and presentation skills
- Experience with administrative processing and mass direct mailings.
- Notary certificate or must have the Notary certificate within 30 days paid by SelectFlorida.

PREFERRED QUALIFICATIONS:

- Competency in a second, pertinent language: Spanish.
- Sales Force and DocuSign experience, a plus.

TO APPLY

To express interest in the position, please email your resume and cover letter to pauline.jacobs@selectflorida.org

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee filling this position. Duties, responsibilities and activities may change at any time with or without notice. SelectFlorida is an equal opportunity employer.