



FALL PRODUCT PROGRAM

NutE SPECIALIST

Service Unit Position Description

SUMMARY: Collaborate with the Service Unit Fall Product Program Manager to ensure that the Troop Fall Product Program Managers in the Service Unit are accurately entering information in to NutE.

SUPPORTED BY: Product Program Team and Membership Support Executive

APPOINTMENT: Appointed by the Membership Service Executive and Service Unit Fall Product Program Manager in partnership with the Product Program Team for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/TASKS:

- » Ensure that all troops participating in the Fall Product Program have signed the Troop Product manager Agreement Fall Product Program Form: Financial Contract and Program Commitment Requirements before given access to NutE.
- » Work with the Service Unit Training Specialist to ensure that all Troop Fall Product Program Managers have been trained in NutE.
- » Answer NutE questions from Troop Fall Product Program Managers.
- » Communicate critical logistics information/timelines about the Fall Product Program with the Troop Fall Product Program Teams.
- » Coordinate with the Service Unit Fall Product Program Manager to verify accurate troop NutE initial Fall Product Program order and reward submission.

RECRUITMENT AND STEPS TO BECOME SERVICE UNIT FALL PRODUCT PROGRAM MANAGER:

- » Complete Service Unit Fall Product Program Training.
- » Must be well trained and comfortable using NutE; supplemental NutE training available through webinars and at the Fall Product Program Conference.
- » Leadership from the Inside Out online resource recommended.

THANK YOU FOR YOUR TIME AND COMMITMENT.