

Part Time, Temporary Cooperative Economics Contract

This is a remote position (all work is expected to be completed remotely with check-in meetings taking place via google meet bi-weekly)

A potential candidate must have In-depth knowledge of cooperative economics. The candidate should possess excellent communication skills both in writing as well as in speaking. The candidate should be self-committed, resourceful, motivated, dynamic, and ambitious. They should be creative in organizing, planning, and executing the tasks. The candidate also has to be familiar with computer applications for data entry. The candidate should be a self-motivating person and should also be able to motivate others. They should be a self-starter and be able to complete tasks within deadlines. The candidate has to have good negotiation skills. They should be able to work independently as well as in a team. The candidate should have the capacity to adapt well to the frequent changes.

The candidate will be responsible for supporting the sustainability of the community center through the planning and implementation of Cooperative Economics via the following tasks:

- Establishing and building a client base for BIPOC Directory (500 members), setting up recurring donations (at least 200 members), increasing members on Amazon Smile (at least 100 members), increasing donation boxes in the Capital Region (30-50)
- Support with developing/editing sales packages
- facilitating sales pitches
- establishing, managing and also maintaining relationships with clients
- organizing advertising and marketing plans and strategies
- implementing marketing concepts for specific markets
- Contributing to marketing documents and creating ideas for different types of advertising
- Identifying new media opportunities in online marketing
- Entering businesses profiles into the online directory platform/website/kiosks

The ideal candidate should encompass the following characteristics:

- Strong interpersonal skills
- Love for community building work
- Familiarity with grassroots community work
- Strong networking skills
- Organization
- Some fundraising background
- Strong writing skills
- Some marketing and advertising background
- Creativity in approaches
- Takes initiative

The Cooperative Economics contracted person will report directly to The Executive Director & Board of Directors.

Base Pay

This is a competitive sub-contracted position. The submission of proposals will be open until 2/28/21. There are no taxes taken out of sub contracted positions, sub-contractors will receive a 1099 MISC at the end of the year. For additional questions please email miracleoncraigstreet@gmail.com