

Job, Internship and Career Opportunities - **Worldgoods Fair Trade**

Position: Regional/National Fundraising Coordinator

About Worldgoods Fair Trade

Worldgoods Fair Trade is a company primarily concerned with retail sales of ethically-created and sourced handmade gifts and commodities that benefit impoverished communities and the environment.

The official mission of Worldgoods is to promote fair, long-term sustainable development for artisans and the world's poor in several countries, and to stimulate cultural awareness and diversity education within our own community. We accomplish this mission by promoting and selling fair trade products in a variety of venues, hosting awareness events, giving back to local organizations through our fundraising program, and visiting artisan groups to realize our impact, provide assistance and improve trade relationships.

During 2008, Worldgoods Fair Trade hopes to accomplish an aggressive growth in sales, create a strong brand identity, and establish our Fair Trade Fundraising program as a viable, educational, and meaningful alternative to other fundraisers for schools, churches and nonprofit organizations.

Job Description / Anticipated Responsibilities

We are seeking a career-minded individual who is able to contribute as well as implement key marketing and strategies for our Local Events, National Catalog Fundraisers and Consignment Sale Programs. The individual will work closely with Worldgoods Founders and Ambassadors founders to launch and develop sales strategies, book fundraising events, streamline the fundraising procedures and policies, and communicate with leads and past fundraising hosts.

Specific tasks the chosen individual will perform/help to perform include but are not limited to: marketing and booking fundraisers, event planning, generating and maintaining database of viable fundraising leads/interested parties, communication with each fundraising and consignment sale host/contact person, development of fundraising print and other marketing materials and forms, accounting, follow-up and evaluation of fundraising programs.

Skills / Qualifications / Experience Preferred:

College Degree or Course Work and track record demonstrating :

- Strong Communications and Public Speaking Skills
- Excellent Written Skills
- Experience With School, Church, or Nonprofit Fundraising
- Marketing, Sales or Public Relations Experience
- Ability to Work Independently and Meet Deadlines
- Teaching, Administrative, or Educational Curriculum Planning Experience is Preferred

Computer Skills including :

- Strong E-mail and Other Online Communication Skills
- Familiarity with Search Engines, Conducting Online Research
- Knowledge of Online Marketing, Directing, Advertising
- Word Processing, Database, and PowerPoint Experience
- Design Experience (preferably Adobe InDesign)

Other Skills / Qualifications:

Applicant must understand and be committed to the principles of Fair Trade

Applicant must also be willing to do all operational tasks when asked - including but not limited to packing, shipping, inventory management, unloading imported and domestic merchandise shipments, product testing, setting retail displays
Applicant must maintain sincere interest in/knowledge of global issues and geography, especially pertaining to third-world

Salary / Income and Benefits Information

This position can be completed by candidate who wishes to be an independent contractor or as a part-time employee of Worldgoods. **Salary/Wages are negotiable, and Worldgoods plans to offer significant remuneration for increased profitability directly related to the candidate's sales and marketing efforts.**

Hours / Flexibility:

Many of the responsibilities of this position allow for flexible hours, and we are willing to work around a candidate's schedule. We anticipate this job will assume up to 15-20 hours per week, some of which will need to be done at our Green Bay location or at a specific event location within Northeastern Wisconsin.

How to Apply:

Applications will be accepted **by email only** to: fairtrade@worldgoodsgb.com. Worldgoods will contact qualified individuals.

REQUIRED: Please send a well-written cover letter and résumé to email address listed above.

OPTIONAL: Providing two or three professional references is not required, but will strengthen an application. Providing samples of work (i.e. marketing plans or reports, designs) is not required, but will strengthen a candidate's application.