



PO Box 86104
Portland, OR 97286
Phone: 503-206-6729
www.fairworldproject.org

Fair Trade for a Better World

Job Title: Operations and Communication Coordinator

Status: Full-time Exempt

Reports to: Executive Director

Location: Portland, Oregon

JOB SUMMARY

Position is for an Operations and Communication Coordinator for Fair World Project. Position includes coordinating logistics of bi-annual *For A Better World* publication, and general communications and administrative tasks including e-newsletters, social media, responding to inquiries, and organizing events. This is a supporting role for the organization.

The Operations and Communications Coordinator works under the general direction of the Executive Director and in conjunction with other Fair World Project team members.

- This is a full-time permanent position requiring a commitment of 40 hours/week
- Compensation will be based on experience and will include full health benefits after three-month probationary period.
- Individual must have own home office including laptop and phone. New equipment may be available after trial period.

Position is based in Portland, Oregon, and should be available for weekly meetings with FWP staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position requires experience in project management.

Duties are varied and will include, among others:

- Support biannual publishing of *For a Better World*, including project management for each issue, content proofreading, magazine promotion, and managing printing and distribution process.
- Development support, execution and project coordination of retailer outreach initiatives
- Manage Facebook, Twitter and Instagram accounts
- Create written and visual content, including email newsletters, Facebook and Twitter posts and website content, and Powerpoint presentations
- Program wrap up reports and analysis of program review
- Coordinate logistics for any meetings and conferences.
- Organize and attend tabling events
- Manage all email inquiries and communication
- Organize calendars and timelines for all projects
- Create processes for better communication and project coordination
- General office and administrative support as needed



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The following duties and responsibilities are those considered to be essential but do not represent all job functions that may be required to be performed by this position. Other comparable duties and responsibilities may be assigned as needed.

EDUCATION/YEARS EXPERIENCE

Minimum: 3 years' experience in project management, social media and/or marketing position, preferably in social justice movements and/or the natural products industry.

Any combination of educational and work experience that would be equivalent to the stated minimum requirements would qualify for consideration of this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Project Coordination – Experience tracking projects, task-oriented.
- Innovation - Meets challenges with resourcefulness; presents ideas and information in a manner that gets others' attention.
- Excellent Proofreading Skills
- Creativity – Excellent writer with the ability to write creatively including social media posts.
- Activist experience either personally or professionally.
- Teamwork - Exhibits objectivity and openness to others' views; contributes to building a positive team spirit.
- Leadership - Accepts feedback from others and modifies work styles accordingly.
- Self-starter, organized and highly motivated. Ability to be flexible and self-sufficient. Positive attitude, self-motivated, confident and competitive. Ability to work within a team environment and independently. Strong initiative with a strong desire to succeed.
- Work-experience in the Natural Products Industry a plus
- Excellence in communications e.g. developing meeting agendas, summarizing meeting notes, writing campaign recaps;
- Works with the spirit of enthusiasm, teamwork, cooperation and a sense of urgency.
- Ability to multi-task in an efficient, thorough, and prioritized manner; to work quickly, accurately and independently; and, to anticipate needs and solve problems.
- To perform assigned tasks successfully an individual should have advanced knowledge of MS Office (Word, PowerPoint, and Excel), social media tools such as Facebook, Twitter. Familiarity with WordPress and Salsa campaign platform a plus.
- Limited travel. Ability to travel to various locations throughout the U.S. as assigned.

Send Cover Letter and Resume to: info@fairworldproject.org