

# FRESHWATER

**Title:** Part-Time Marketing and Development Associate

**Condition:** Part-Time (30 hours/week)

**Location:** St. Paul, MN, some remote work available

**Salary:** \$18-22 per hour

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## About Freshwater

The mission of Freshwater is to inspire and empower people to value and preserve our freshwater resources. Since 1968, Freshwater has been a leading public nonprofit organization dedicated to preserving freshwater resources and their surrounding watersheds.

We recognize the vital role of freshwater to all living things and the impending crisis in the quantity and quality of accessible freshwater. We dedicate our experience and resources to activities that lead to understanding, protection, enhancement, and restoration of freshwater resources. We invite the participation and support of individuals, associations, business and industry, institutions, educators, and government in these activities.

## Background – About the MN Weatherguide Environment™ Calendar & Almanac

Published by Freshwater for more than 45 years, the Weatherguide is Minnesota's most popular calendar, with sales of more than 20,000 annually. The Weatherguide is an important development tool and supports the work of Freshwater's programs and initiatives – a vital aspect of the continuation of our work.

## Position description

We are looking for a hard-working, organized, and energetic individual with a strong attention to detail to assist in development and communications efforts with a distinct focus on the Weatherguide calendar. The primary function of this position is to provide oversight and implementation of the fulfillment and distribution of Freshwater's Minnesota Weatherguide Environment Calendar and Almanac with additional development and communications duties as assigned.

Responsibilities include:

- Process calendar orders received via mail, phone, and website to prepare for shipping
- Package and ship calendar orders to individuals, retailers, fundraisers, and Freshwater partners from the Freshwater office
- Coordinate with outside vendors (printer, delivery service, outside order fulfillment center, wholesalers, etc.) as needed to maintain distribution
- Schedule and receive shipments from printer to Freshwater office and other calendar distribution locations
- Oversee distribution for complimentary calendar requests (includes members and program partners)
- Ensure online sales and accommodating materials are prepared for sales to begin each August
- Prepare and coordinate for in-person calendar sales at MN State Fair in partnership with Kare 11 (includes some weekend hours)
- Troubleshoot customer inquiries and service concerns
- Contribute to Weatherguide operations evaluations and planning with Communications and Marketing Coordinator and Development Manager
- Provide general clerical support including proofreading, data entry, mailing, answering phone calls, copying & filing
- Provide fundraising event planning support
- Provide membership database management and donation processing support for development manager
- Contribute to grant proposal review and writing
- Other projects as time and seasonal capacity allows

## Qualifications

- Previous administrative support and/or fulfillment experience a plus
- Must be computer savvy and proficient in MS Excel, MS Outlook, and MS Word
- Strong attention to detail and demonstrated organizational skills are required
- Must have the ability to write, speak, and communicate clearly and professionally
- Ability to provide a high level of customer care and service
- Ability to speak a language other than English is also a plus, but not required

**Requirements**

Must be able to lift up to 25 pounds.

**Salary and Benefits**

Flexible hours typically working from the Freshwater office. Salary is dependent on qualifications and experience. Freshwater offers competitive medical/dental coverage, flexible benefits, and 401(K) with company match. Access to free, on-site fitness center. Office is within two blocks of the Westgate Light Rail Station on the Green Line. Free, indoor bicycle parking available. Free, covered or open lot vehicle parking available.

This position will be open until filled with a first screening of applications on June 2nd. To apply, please send cover letter and resume to [mmartinez-sones@freshwater.org](mailto:mmartinez-sones@freshwater.org).

*Freshwater Society is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.*