



Buy Local South Sound
A program of Sustainable South Sound
PO Box 7336, Olympia, WA 98507
www.sustainablesouthsound.org



March 13, 2014

Buy Local South Sound is looking to hire a Member Representative

Buy Local is a program of Sustainable South Sound, a nonprofit organization devoted to creating a more sustainable community. Buy Local focuses on promoting a stronger and more sustainable local economy, by encouraging residents to make more of their purchases from independent locally-owned businesses.

Our best known project is the annual Buy Local Coupon Book, which contains nearly 200 coupons and is sold at many retail stores. When locally-owned businesses become members of Buy Local, they receive a coupon in the coupon book, as well as access to our other member benefits. This year, we are planning to create a new website with a searchable directory of our member businesses, compile promotional offers from members to be available exclusively for other members, and host networking and social events for members, among other projects.

The two keys tasks of a Member Representative are:

- Communicate regularly with our current members – including collect their updated information for the coupon book, website, and other materials, provide them with coupon books to sell, inform them about other Buy Local projects, and renew their annual membership
- Sell memberships to new members

Other tasks may include:

- Sell coupon books to the public or to community groups as fundraisers
- Organize Buy Local events and activities
- Update our website and social media
- Otherwise represent Buy Local to the public

Desirable qualities in a Member Representative include:

- Personable and professional customer-service manner
- Familiarity with the needs and concerns of small businesses
- Ability to approach potential new members for membership sales
- Commitment to promoting a stronger and more sustainable local economy

This is a part time, independent contractor position. Member Representatives typically work 7-10 hours per week, but could do more depending on availability and interest. Pay is \$15 per hour, but membership sales could be done either on a per-hour basis or on commission.

For more information about Buy Local and Sustainable South Sound, please visit www.sustainablesouthsound.org.

To apply for this position, please send a cover letter, resume, and writing sample, in PDF format, to Matthew Green, Program Manager, at buylocalss@gmail.com. Applicants are encouraged to send their application by March 27, 2014.