



## Marketing, Education & Communications Manager

**Purpose:** To create and develop relationships with our Member/Owners, our Shoppers, our Staff, and the Community that fosters Co-operation, loyalty, and unity.

**Position:** Full-time Salaried (firm \$40,000) Reports to General Manager

This is a difficult position on a number of levels but very rewarding for the right person. It encompasses the look and feel of our Co-op as well all the various communication paths with everyone who uses the Co-op. Please read through the following before applying.

**Goal of Store for 2022:** While we are budgeting a 6% growth path, our internal goal is 25% (which is much less than the last 2 years).

> All Staff are responsible for this at various levels. Promotions and education will play a large part in this effort.

**Member/Owners:** This is the core of our Co-op and the vast majority of our efforts go to serving this group.

> We currently have over 1,700 active Members (those who maintain a \$20 yearly equity payment). 2022 goal is to push this over 2,000.

**Shoppers:** These are either non-members or inactive Members. Many are occasional shoppers or visitors to Durango.

> We think of them as potential Member/Owners or word-of-mouth ambassadors for our Store as they travel around.

**Students:** We extend a gratis Student Membership as we want to help expose and teach them about Co-ops and healthy eating.

**Staff/Board:** The Staff is a huge user of our Co-op as well as being Staff. The same goes for the Board. The better educated they are on products and Co-operatives, the more connection is made between our Co-op and them.

**This position** is responsible for maintaining and developing the systems and communications with these four groups.



**Currently, this position produces the following which must be maintained & developed further:**

- Monthly Newsletter
- Weekly E-mail Blasts
- Special E-mail Blasts
- Weekly plus postings on Facebook & Instagram
- Keeping our web presence up-to-date
- Sale and promotions signage for the departments and store
- Promotional Posters depicting current sales and promotions
- Entering Member information into our systems and maintaining it.
- Maintaining the Mailing lists
- Planning and implementing of sales and promotions
- Keeping our Website current and relevant
- Monitoring and answering questions/concerns via our website and others
- Maintains and develops all flyers, info brochures, Member and Student packets, etc.

**In addition, the following responsibilities apply:**

- Schedule and implantation of Sampling throughout the store
- The “look” of our store outside and in. Includes landscaping, mural maintenance, and tidiness.
- Survey’s as needed as well as the new member surveys
- Maintain and promote connections within the community
- Event representation and development including our Harvest Fest and the Farmers Market
- Coordinating and conducting our annual Board Elections
- Tabling on Campus and inclusion in Student information
- Advertising
- Engage local media to promote our Co-op
- Roundup program and other donation venues
- Webcart
- Phone system
- Must learn the Co-op Movement/History and how/why Co-ops are alternative business models and be able to teach Member/Owners, Staff, and Board when necessary.
- Must learn how to use the resources available from our Membership with NCG (National Cooperative Grocers) and other organizations
- Additional responsibilities can and will be added by the GM as necessary

***Necessary qualifications:***

**Interpersonal/team leadership skills:** While the position reports to and takes direction from the GM, working with all the departments smoothly is a key communication skill needed. The ability to get cooperation from the other Staff Members is crucial.



**Computer skills:** Familiarity of specific software is helpful but not necessary. The ability to quickly learn software programs is a must.

> We use Excell, Word, Canva, InDesign, Mail Chimp, Survey Monkey, Facebook, Instagram, Wix, and Catapult, which is our POS program that is used daily for many critical aspects of this position.

**Graphic Design/Creativity:** Much of our communication is visual. The ability to create eye-catching effective materials such as our posters, emails, brochures, and our Newsletter is necessary.

**Organization:** This is a fast-paced job and the ability to keep the many different aspects and tasks on time is critical.

> Not only is this a difficult skill to master for this position, but it is also challenged by our very tight, chaotic, and often noisy work environment (about 3.5 ft station sitting shoulder to shoulder with co-workers in our warehouse which is cold in winter and hot in summer).

**Thank you for reading through this. If you think you're a good fit for this position, please email our General Manager, Joe, at [gm@durangonaturalfoods.coop](mailto:gm@durangonaturalfoods.coop) a cover letter, your resumé, and please share your thoughts on the following:**

- \* Creating and nurturing the relationship between the Co-op and the Member/Owners is our top priority. How we can build from where we are now?
- \* Please share your thoughts on Organic, Natural, and Local foods.
- \* Why are you in Durango and for how long?