

EVENT OUTREACH & DEVELOPMENT ASSOCIATE

The Change Project is a national LGBTQ arts and advocacy organization that elevates the voices of LGBTQ people through the arts, education, and community programs in under-resourced areas of the US. Our signature program is to help change the world by producing t-shirts & apparel. The driving force behind our t-shirt production is to employ LGBTQ artists, organizers, and activists to support them and their work. We also utilize this platform to fundraise for other world changing organizations that meet the criteria of our passion on how to change the world.

About The Change Project

What's so special about The Change Project? We make some of the most creative & fashion forward t-shirts on the market. We are a young non-profit composed of smart, driven teammates committed to constantly improving our work. We are passionate people who love making great products while continuing our mission to elevate the voices of LGBTQ people through the arts, education, and community programs in under-resourced areas of the US. We seek to maintain and grow a strong team that prioritizes the needs of our donors in a personable and efficient way. As an Event Outreach and Development Associate of The Change Project, it will be your responsibility to deliver a high-quality customer experience for our customers through face-to-face interactions, email correspondence, and product fulfillment at events in the community.

Responsibilities

- Having a great personality and a passion for what The Change Project does
- Maintaining our brand at events/festivals
- Knowing exactly how our products fit
- Maintaining and handling the inventory on location at events
- Being the lead on helping plan & schedule events & festivals that we are a part of
- Helping setup and tear down the booth space

- Transporting inventory to and from the event location
- Maintaining a clean booth space
- Assist in training and overseeing other event retail associates
- Support management and owners
- Creating and being a part of what we design
- Being a part of how we market ourselves and tell our story
- Telling the story of The Change Project

Skills & Qualifications

- Committed to excellent customer experience
- Energetic, kind, sincere, patient, and adaptable
- Self-directed and hard-working
- A hard worker with a "no task is too small" attitude
- Smart and organized
- Eager to learn every single day
- Driven by an entrepreneurial spirit
- Ability to multitask
- Able to detect problems and report information to appropriate personnel
- Assertive & Flexible: the ability to overcome obstacles in things like last minute changes and thinking outside of the box to deliver a solution
- Ability to maintain calm under pressure or hectic circumstances
- Ability to lift, bend, turn, and stand for 8 hours at a time
- Cash handling abilities
- This is not an exhaustive list of duties for this position, and you may have other duties as assigned.
- **Must have a reliable mode of transportation, you may be asked to travel more than 300 miles at one time.**

Compensation: 12-23% Commission with bonus eligibility, depending on responsibilities and prior experience. Gas reimbursement, and meals on festival days are covered by The Change Project. Exact parameters to be discussed upon job offer.

Location: Within 3-5 hours of all locations listed below. There is some flexibility with location. Ideally this person lives in Michigan or a close state.

Events: Ferndale Pride - June 2, 2018; Kalamazoo Pride - June 9, 2018; Grand Rapids Pride - June 16, 2018 *(Must be able to work all three events)*

Position: Part-time. Weekends. Our main season is June and August - October. This is an ideal position for someone who may have another job or is looked for a paid internship to gain experience in non-profit fundraising and outreach.

Timing: Applications are accepted on a rolling basis. Willing to hire ASAP.

Next Steps: If you are interested in applying for this position, please email a 1-page PDF document containing a letter of intent that answers the below 3 questions as well as a résumé to steven@embodyprogress.org with the subject line “Staff Recruitment: Event Outreach and Development Associate [Applicant’s Name].” Some items to address in your letter of intent could include:

1. What sets you apart for this position from other candidates with comparable qualifications and experience?
2. Tell us about your current situation and tells us about your current obligations in June of 2018.
3. Why The Change Project?
4. Do you have any experience working a booth at a conference or pride festival? Can you tell us what type of personality you have?

Unfortunately, we will not be able to respond to every submission, however if you are selected to move forward, you will be contacted for a phone interview.