



Now Hiring: Catalog Choice Program Associate

Location: Berkeley, CA

Salary: \$15/hour

Position: Part Time Internship, 20 hours / week, FLSA nonexempt

Benefits: None

Reports to: Community Engagement Project Manager

Timeline: Encouraged to apply by April 23rd.

Description: The Story of Stuff Project was founded in 2008 to leverage one of the earliest and most successful cause-related viral movies: Annie Leonard's The Story of Stuff. Our mission is to transform the way we make, use and throw away Stuff to be more sustainable, healthy and fair. Over the past five years, our trademark movies have garnered more than 38 million views; we've provided sustainability education and training tools to thousands of schools, faith communities, businesses and governments; and our 450,000+ Community members have contributed to dozens of grassroots efforts to protect the planet.

In 2015, The Story of Stuff Project acquired Catalog Choice, a free web service that enables U.S. residents to cancel catalogs and other types of direct mail they no longer wish to receive. We took on the platform to save its important environmental service and to provide the one million members of the Story of Stuff online Community with a gateway opportunity to put their values into action. It is the only free and industry-independent tool for direct mail opt-outs in the U.S. Catalog Choice presently has over 2.2 million registered users. In 2017, Catalog Choice members completed more than 850,000 opt-outs, diverting hundreds of tons of paper waste and keeping thousands of trees in the ground.

This paid, part-time position represents an opportunity to support an innovative, technology-based program housed within an established and respected environmental nonprofit. Additionally, this position will include opportunities to support other campaigns and programs from The Story of Stuff Project related to our work to protect public water, prevent plastic pollution, and tell solution-oriented stories from Changemakers around the globe.

The program associate will work side-by-side with our small team in a fast-paced environment. Our charming attic office is conveniently located in downtown Berkeley, CA, and we share the space with a number of other innovative digital organizations and leaders. Interns participate fully in the life of the Project and will have access to both our team and the network of peers with whom we regularly collaborate.

Current students or recent college graduates are welcome to apply. We are seeking a professional, accountable candidate, who will have the opportunity to co-develop a work plan which reflects their skills and interests, incorporating these core tasks:

- **Compliance outreach:** Contact catalog merchants and other direct mail distributors to improve their handling of Catalog Choice opt-out requests, with the opportunity to help develop public-facing advocacy campaigns targeting noncompliant merchants.
- **Partnership development:** Catalog Choice provides junk-mail reduction services to various institutions; identify targets and conduct outreach to establish new partnerships with municipalities, universities, and other organizations.
- **Marketing and communications:** develop and execute strategies to grow the Catalog Choice user base through social media marketing, paid promotions, partnerships, and growth hacking.
- **Program development:** create additional resources and engagement opportunities for Catalog Choice users, with the objective of engaging users around existing Story of Stuff Project campaigns and programs.
- **Customer support:** Respond to user issues in a polite, professional, and timely manner, utilizing existing customer support resources and canned responses.

Qualifications:

- Demonstrated interest in environmentalism, sustainable development, social business, or related fields.
- Exemplary written and verbal communication skills
- Ability to develop a strategic plan and work independently
- Strong attention to detail

To Apply:

Please send an email with the subject line "Catalog Choice Associate" to Brett Chamberlin, Community Engagement Project Manager, at jobs@storyofstuff.org. Please include the following:

- A succinct, personalized cover letter that outlines your interest in the position, your relevant experience, and explains why you want to join our team.
- Your resume.
- A reference who can provide insight into your professional skills and experience.

The Story of Stuff Project strongly encourages and seeks applications from women and people of color, including bilingual and bicultural individuals, as well as members of the LGBTQ community.