

Now Hiring: Community Engagement Associate

Salary: \$16 / hr

Location: Berkeley, CA

Position: Part Time, 25 hours / week, FLSA non-exempt

About:

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 last decade, our trademark movies have garnered more than 40 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 countless grassroots efforts to protect the planet.

Approximately 60% of this role will be focused on the social media and community engagement tasks outlined below; 40% will be dedicated to supporting Catalog Choice, a program of The Story of Stuff Project. Catalog Choice is a free website that helps individuals put a stop to unwanted catalogs and other forms of junk mail.

The Community Engagement 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. Associates 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.

Core Responsibilities:

- Social Media and communications
 - Work directly with the Digital Strategist to understand the organization's goals and strategy
 - Curate, create, and schedule content on Instagram, Facebook, Twitter, and YouTube following social media best practices.
 - Engage with our followers publicly through social media posts and privately through a Facebook group and direct messages.
 - Observe trends, analyze key metrics, and report findings to help evolve our Social Media Strategy
 - Manage The Story of Stuff's inbox

- Catalog Choice
 - Execute key Catalog Choice operations and administrative tasks to ensure program growth
 - Manage relationships with Catalog Choice merchants to maintain site compliance and develop campaigns targeting noncompliant merchants.
 - Work with the Digital Strategist to develop and execute a Catalog Choice Social Media Strategy
 - Manage the Catalog Choice support inbox using existing customer support resources and canned responses.

Qualifications:

- Demonstrated interest in environmentalism, social entrepreneurship, and cause-oriented communications
- At least one year of social media management experience
- Basic graphic design skills
- Ability to execute fast with strong attention to detail
- Independent problem solver
- Great written and verbal communication skills

To Apply:

Please send an email with the subject line "Community Engagement Associate" to jobs@storyofstuff.org. Please include the following:

- 1 page cover letter that outlines your interest in the position, your relevant experience, and explains why you want to join our team.
- 1 page resume.
- 3 references 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.