



Women's Partnership Market, Public Benefit Corporation (B-Corp) (WPMarket)
Support Partners, Empower Women, Build Communities

Position: *Outreach Associate (part-time)*

Duration: August 2016 start (at least a 6-month commitment required; averaging 10 hours/week)

Compensation: Paid

Location: Denver Metropolitan Area, Colorado

About Us:

Female economic empowerment is a catalyst for sustainable community development and reduced poverty. Founded on this belief, WPMarket accelerates female artisans and the grassroots organizations working with them in developing countries. We primarily do so by developing products, training artisans, and sourcing clients' unique, high-quality products to a global market and then investing a portion of the sales back into our partners to continue life-changing programming. As a result, 70% of all sales go to women worldwide. Learn more about us at www.wpmarket.org.

About the Position:

WPMarket is an exciting established organization that's looking to expand our reach and presence in Denver and surrounding areas, and we've gotten the energy behind us to do so! This is your chance to get involved and help build our organization.

We are looking for a part-time associate. This position is expected to work roughly 10 hours per week, largely running events and other outreach activities in the Denver/Boulder area.

Events are largely on the weekends, and while he/she will not need to be available to work every event or weekend, he/she should be available at least two weekends per month. He/she will take direction from the Co-Founders and Managing Director but will largely need to manage him/herself. He/she will have a training and trial period before managing events on his/her own.

Tasks include but are not limited to:

Events Management

- Setting up, managing, and taking down the WPMarket event booth.
- Interfacing with customers and telling the WPMarket story.
- Recording sales and managing money including depositing cash into bank account.
- Reporting on event activities, changes in inventory, etc. to team members.
- Overseeing the event schedule with team members.
- Identifying new events and assisting with application processes.
- Cultivating new relationships around town.
- Additional tasks as needed.

Inventory and Order Management

- Holding the inventory.
- Picking-up new inventory from partners in Denver and/or receiving (via shipment) inventory from international partners.
- Tagging inventory, ordering new tags when needed.
- Tracking inventory, alerting team to when more is need more.
- Facilitating payments to partners in coordination with team members.
- Fulfilling online orders in a timely fashion.
- Additional tasks as needed.

About You:

- Undergraduate or graduate student or recently graduated;
- Live in the Denver/Boulder area;
- Experience in sales and/or customer service;



- Interested and ideally has a background in business and/or international development;
- Enjoys talking to and working with people;
- Self-starter, takes initiative;
- Able to manage one's self;
- Able to lift at least 50 lbs;
- Have reliable access to a large enough car to transport materials and be able to man events around the Denver/Boulder area as needed;
- Have reliable access to your own smartphone with the savviness to post about our events on social media;
- Commitment to the mission and social enterprise model;
- Strong sense of integrity and honesty; and.
- Sense of humor.

Compensation:

This position is paid hourly not to exceed 10 hours per week. The rate will be depending on experience.

To Apply:

For consideration, please send your CV and a brief paragraph of why you're interested in this position, what makes you qualified, and how long you can commitment to info@wpmarket.org.

Applicants are encouraged to apply quickly. Applicants will be accepted until the position is filled.