

## **Distribution Representative**

**Make a difference** in the lives of millions of children and families every day by utilizing your communication, marketing & promotion, and public relations skills both in your community and across the country by joining the **Foster & Banks Walk in Faith Foundation**, as a **Distribution Representative**.

As a **Distribution Representative** you will manage marketing and promotion campaigns designed to gain awareness and to encourage community involvement with our programs, fundraisers, and community events. You will also be instrumental in creating new, as well as foster existing relationships that support **Walk in Faith's** mission and services in a fast paced and dynamic work environment.

As a **Distribution Representative**, your duties and responsibilities will include but are not limited to:

- Distribute Flyers & brochures about programs, fundraisers, & events (restaurant events, community tournaments, social events, and other outreach workshops/programs) throughout the local community.
- Interact with children, youth and families in a friendly and positive manner.
- Local travel, some evening and weekends are required.
- Marketing and Promotion of Event Flyers 1-2 weeks before the event.
- Physical and Viral Flyer Distribution (social media, email, locally) on the day of or at least one day before the event.
- Manage a supply of **Walk in Faith** information (brochures, business cards, flyers).
- Be prepared to inform, educate, and advocate for **Walk in Faith's** mission, goals, and programs when asked.

**Salary**-\$9 per hour (8 hours per month)

### **Additional Information:**

Positions are part-time, event by event. Employees are paid \$9 per hour for two hours maximum per week. Anything less or more than 2 hours per week is paid at the hourly rate of \$9 per hour.

Employees are paid on the 1st and 15th of every month.

Position Type: part time, event by event/hourly position

**\*All employees are hired AT WILL**-An at-will employee can be fired at any time, for any reason except in those exceptions granted by state and federal law.

**\*All Candidates must have reliable transportation.**

### **Job Requirements:**

- The successful team player **MUST** be a people person and have excellent verbal communication and active listening skills.
- Should have previous marketing, promotion, distribution & public relations experience but it is not required.
- **MUST** have the ability to Market & Promote community programs, fundraisers, and events visiting the surrounding areas of 3 Events per week.
- **MUST** spend at least 40 minutes distributing materials throughout the surrounding area per event location each week.
- Professional, confident and driven work style with a competitive spirit.
- Strong organizational, multi-tasking and time management skills.
- Demonstrates the highest level of personal and ethical standards.
- Bilingual skills a plus

*Foster & Banks Walk in Faith Foundation* is an Equal Opportunity Employer.

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Last Name      First Name  
Fundraising Department Positions

Signature  
June 2013