



Volunteer Position Description: Go Local Flathead Valley Magazine (08.08.2018)

Since 1992, Citizens for a Better Flathead (Citizens) has been a leader at the forefront of addressing the challenges that rapid growth is bringing to our region. We work to protect the valley's clean water, natural beauty, and friendly communities. Our mission is **to foster citizen participation and champion sustainable solutions needed to keep the Flathead ecologically and economically healthy.**

Go Local Flathead Valley Magazine is our complimentary guide that provides an insider's perspective on the locally owned businesses who define the special character and spirit of the Flathead. This publication is our core initiative in celebrating and advocating for the economic benefits of these small businesses in our community. Go Local Flathead Valley is published twice a year: a spring/summer issue and a fall/winter issue. It's a key source of earned income that supports our work.

Key Responsibilities:

Volunteers assist with multiple facets of the magazine and enable us to keep advertising prices low to allow businesses of all sizes to participate. Volunteers are needed in the following positions:

1. *Magazine Ad Sales:*
 - Attend an orientation to become familiar with the publication and sales approach.
 - Contact local businesses to give them information about advertising.
 - Follow up with interested businesses to close the ad sale; communicate sales and advertisers' needs back to Citizens.
2. *Editorial Content:*
 - Conduct an interview with a local business owner and write a profile on their business, and/or write local interest stories. Story topics will most often be determined by Citizens, but we're open to pitches.
 - Provide photographs, if applicable. (Most often, the writer will not be asked to provide photos.)
3. *Photography:* Contribute photos of the beautiful Flathead Valley, and/or capture photos of local businesses, business owners, and local activities to include with editorial content.
4. *Magazine Distribution:* Distribute magazines to local businesses.

Desired Attributes:

- Interest and commitment to Citizens' mission, programs, goals, and objectives.
- Good oral communications skills.
- Good organizational, time management, and administrative skills.
- Self-starter; comfortable working independently and in collaboration with others.
- Skills and experience in relevant field for position (sales, writing, photography).
- For Distribution: Ability to occasionally lift up to 35 pounds.
- For Distribution: A valid driver's license and clean driving record.

Timing:

- Sales, writing, and photography positions need to be available during an issue's two-month production period – generally, mid-August through mid-October for the fall/winter issue; mid-February through mid-April for the spring/summer issue.
- Distribution positions need to be available during each issue's six-month, post-production period – generally, mid-November through mid-May for the fall/winter issue; mid-May through mid-November for the spring/summer issue.
- All positions are flexible in terms of hours and days of the week.