

We're Hiring!

Communications Director

We are seeking an experienced professional to develop and handle a wide range of internal and external (in-store and online) communications for the co-op, Three Rivers Market, including promotion of the following:

- The local, natural, and organic foods and other values-based products we sell in our store and shopping tips
- Consumer cooperative membership
- Partnerships including our Rooster Roster, Nourishing Change Program, and Community Contributions & Sponsorships
- Shop & Ride and the River Rescue Program
- Cooperative governance including annual, online elections for our Board of Directors.

Additional duties will include:

- Working with our website developer to develop our website (www.threeriversmarket.coop)
- Working with our graphic designer to freshen up our in-store information, handling print jobs, and creating temporary signs according to our style guidelines
- Working with our Store Manager to improve customer service, working the Customer Service Desk and serving as the Manager on Duty as needed
- Managing our website, social media, and internet presence. Replying to media inquiries, reviews, suggestions, and complaints.

Qualifications:

- Bachelor's degree in Journalism, Marketing, Communications, or equivalent relevant education.
 - Prefer advanced degree
- Minimum 10 years' experience in marketing and communications or similar field, including experience creating, proofing, and delivering original content/products
 - Prefer at least 5 years of retail and customer service experience, with a basic understanding of front end operations and the food co-op or grocery business
- Experience preparing and implementing a strategic marketing and communications plan
- Proven ability to work within a budget.
- Capacity to understand the cooperative ownership and accountability structure
- Familiarity with local, natural, and organic foods
- Proven ability to handle multiple demands, work under time pressures, and meet deadlines

Knowledge/Skills/Abilities:

- Relevant computer skills including Adobe Creative Suite and various media platforms
- Proven communication skills, including ability to include and communicate with audiences with diverse backgrounds and experiences
- Organizational, multitasking, and storytelling skills
- Ability to exhibit professionalism in performance and personal demeanor
- Meets the flexibility needs for a creative work schedule; some telecommuting possible
- Willing to actively contribute to the Management Team and serve as the Manager on Duty in the store

This is a full-time, 40 hours per week position.

Compensation: Dependent upon education and experience. Minimum: \$50,000/year

Benefits include:

- Generous store discount
- Medical, Dental, and Vision insurance
- Paid Time Off
- Retirement plan
- Employee Assistance Program (EAP)
- Alternative Commuting Benefit
- Wellness Benefit

Ready to apply? Submit a completed Three Rivers Market Job Application, résumé, a cover letter highlighting both the strengths you bring and your training needs, and writing and other samples of your work to the *Customer Service Desk* inside the store.

Stop by the Customer Service Desk for an application or find it, along with benefits of employment, on our website:
www.threeriversmarket.coop/employment

Serving East Tennessee for over 40 years, Three Rivers Market is not-for-profit, community-owned business committed to growing an alternative, local economy. We are guided by a set of values and principles that emphasize fair and honest business practices and concern for our community.

All employment at Three Rivers Market is based on individual merit, qualifications and competence of the applicant without regard to race, color, religion, creed, sex, age, national or ethnic origin, sexual orientation, gender identity, marital or veteran status, disability, genetic information, Union status, or ethical dissent with Three Rivers Market policy. We offer meaningful work as well as career opportunities.