

Geez magazine is a quarterly, non-profit, print magazine that explores issues related to social justice, art, and activism for folks who find themselves on the fringes of faith. Based in Winnipeg, Manitoba (on Treaty 1 land), our purpose is to educate the public by publishing writing and visual art of the highest possible quality and offering forums for discussion and critique.

Job Description

Circulation Fulfillment Manager

Part-time contract position

TERM

Immediately - August 31, 2017
Interim position, with a possibility to extend

HOURS

15 hours/week

PAY

\$12.50/hour (i.e., \$750/month). As a contract term position, there will be no deductions taken from this rate, and no benefits paid.

ACCOUNTABILITY

The Circulation Fulfillment Manager is a member of the Geez team, which seeks a work environment that honours each worker's gifts and autonomy yet allows for feedback and accountability. The Circulation Fulfillment Manager reports to co-workers at regular staff meetings and is accountable to the board of Geez Press Inc. through verbal and written initiative and renewal reports.

TASKS

1. Circulation and fulfillment:

- a) receive and enter mail and website orders, respond to subscriber queries
- b) coordinate and mail renewal notices, provide reports
- c) coordinate mass mailing and batch shipments of magazines
- d) collect and deposit payments, forward information to bookkeeper
- e) perform miscellaneous administrative tasks as necessary

2. Newsstand sales:

- a) fulfill orders from Magazines Canada and individual stores,
- b) invoice and track payments, prepare reports

3. Monthly donor care:

- a) manage donations from monthly donors, respond to queries
- b) set up new accounts and monitor credit card expirations

Apply in writing with a resume, cover letter and references to:

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