

Below you will find announcements for the two positions we are currently hiring. Please send resume and letter of interest noting for which position you are applying to board@susquehannasbn.org

**Thank you,
Julie Fitzpatrick
President, ssbn Board of Directors**

POSITION: Executive Director of the Susquehanna Sustainable Business Network

AVAILABILITY: March 2010

SUPERVISION: This position will report to the ssbn Board of Directors.

QUALIFICATIONS:

Bachelor's degree or higher strongly preferred. Experience in organizational development, public speaking, business writing, fundraising and/or marketing. A background in strategic planning and event organizing a plus for any candidate, as is familiarity with the business community in Lancaster and/or York Counties. Some computer and email proficiency a must. Candidate should have a basic understanding of environmental and human rights concerns.

MISSION:

To establish a half-time (25 hours per week) business liaison position which serves as ssbn's primary point of contact. This position will lead efforts to help grow a local economy that promotes social, environmental and financial sustainability in Lancaster and York Counties.

OBJECTIVES AND DUTIES:

This is an entrepreneurial position. Candidates who apply must be prepared to develop network relationships within Lancaster and York Counties and establish programs and initiatives to build community support and ensure the long-term sustainability of our member businesses. Specific duties include, but are not limited to the following:

- Works with Board of Directors to ensure the mission and goals of the ssbn
- Develops organizational partnerships (e.g. Green Builders Assoc., Downtown Consortium).
- Oversees the daily operation of the organization.
- Coordinates educational and networking events for the membership and general public.
- Serves as the public face of the ssbn, while coordinating ssbn's presence at public events (e.g. Mother Earth Harvest Festival, Eastern Market Days).

- Coordinates general marketing and public relations.
- Works with Membership Coordinator as necessary on the GreenPages, Where the Locals Go Coupon Book, and the Think Local First Campaign.
- Coordinates annual Solar Tour.
- Works closely with board in coordinating general fundraising efforts.
- Collaborating with ssbn's marketing/social media team to develop and further our public image.
- Meeting with ssbn's board members to further established goals and to create a long-range strategic plan.
- Interviewing and supervising up to two Franklin & Marshall interns.
- Attends Board meetings.

PERSONAL CHARACTERISTICS:

- Organize tasks and timelines to ensure completion of projects.
- Good communication skills, written and verbal.
- Participative management type – advocates team concept.
- Well developed interpersonal skills. Ability to get along with diverse personalities. Tactful, mature.
- Ability to interpret financial statements.
- Demonstrate initiative, leadership ability.
- Computer literacy is a plus.

POSITION: Membership Coordinator for the Susquehanna Sustainable Business Network (ssbn)

AVAILABILITY: January 2010

SUPERVISION: This position will report to the ssbn Executive Director.

QUALIFICATIONS: Experience in fundraising and/or sales. A background in working with the public and recruitment a plus for any candidate, as is a familiarity with the business community in Lancaster and/or York Counties. Some computer and email proficiency a must. Candidate should have a basic understanding of environmental and human rights concerns.

MISSION: To establish a half time (20 hours per week) based business liaison position which serves as a new members' initial point of contact for the ssbn. This position will lead efforts to help grow a local economy that promotes social, environmental and financial sustainability in Lancaster and York Counties.

OBJECTIVES AND DUTIES:

This is an entrepreneurial position. Candidates who apply must be prepared to develop network membership within Lancaster and York Counties.

- Oversees new member recruitment, and current member retention.
- Coordinates all aspects of the Green Pages, Where the Locals Go Coupon Book and Think Local First Campaign.
- Works with Executive Director on events and marketing as needed.
- Works with Administrative Assistant on maintaining the membership and donors database.
- Produces a monthly member and donor newsletter.
- Works with contractors to ensure website and social media meets ssbn members' needs.
- Attend Board Meetings as needed.

PERSONAL CHARACTERISTICS:

- Organize tasks and timelines to ensure completion of projects.
- Good communication skills, written and verbal.
- Participative management type – advocates team concept.
- Well developed interpersonal skills. Ability to get along with diverse personalities. Tactful, mature.
- Ability to interpret financial statements.
- Demonstrate initiative, leadership ability.
- Computer literacy is a plus.

Applications will be accepted continuously until the position is filled, but interviews will begin from among the first pool of candidates identified by January 18, 2010.