



CHICAGO GREEN DRINKS BUSINESS/PROGRAM DEVELOPMENT ASSOCIATE PART-TIME VOLUNTEER STAFF POSITION

Foresight Design Initiative seeks an energetic, driven person to assist with Chicago Green Drink's growth. The volunteer staff person will analyze the program, identify growth opportunities (including revenue stream/monetization), and create programs to test perceived opportunities.

The ideal candidate is interested in growing the Chicago sustainability community and has a keen sense of business strategy. This position entails growing a small program with a limited revenue stream into an organization with better systems, capable of supporting a part-time paid staff position. The ideal candidate not only understands non-profit organizational structures, but also is interested and willing to utilize best practices from the for-profit sector.

Role Requirements & Responsibilities

- Interest in working collaboratively with Foresight staff
- Some understanding of social media participation to both share and gather information
 - Engaging on sites such as Facebook, Twitter, Flickr, and others
 - As relevant, following and engaging in conversations on a set of blogs
- Interest in sustainability business strategies, including developing sustainable funding mechanisms
 - Grant-writing possibilities
 - Fee-for-services opportunities
 - Sponsorship/marketing opportunities
- Flexibility—Chicago Green Drinks has a broad opportunity set, resulting in fast-changing demands that could require adaptive response
- Collaborating with coalition of other U.S. Green Drinks organizations
- Intellectual curiosity and an ability to work well with others in person and by phone.

Desired Qualifications

- Bachelors degree
- Minimum 2-5 years professional experience; particularly with business/program development
- Familiarity with Chicago sustainability community/scene
- Ability to assimilate information, realistically strategize, and effectively communicate ideas
- Computer and writing proficiency
- Ability to make 2-month, 20-25hr/week volunteer commitment
- Positive attitude, healthy sense of humor, enjoyment of (local/organic) food (never hurts!)

Key Benefits

- Access to key organizers leaders and business innovators both in Chicago and beyond
- Flexible schedule, approximately 20-25 hours/week and potentially work location.
- Potential growth opportunities with Chicago Green Drinks as a direct result of this work
- Great opportunity to test theories and ideas – canvas for the right interested person to explore opportunities.

Project Oversight

Chicago Green Drinks is a program of the Foresight Design Initiative. Its Organization Administrator, Bobbie Seltzer, will supervision the position, along with Executive Director Peter Nicholson. Foresight recognizes the value that volunteer opportunities provide to our community, and desires to be as supportive as possible of their future professional endeavors.

**In lieu of a cover letter, please provide answers to the following questions.
Email your response along with your resume to: admin@foresightdesign.org**

1. What areas of sustainability interest you the most? What interests you about those areas?
2. What type of work and/or interaction provides you professional fulfillment?
3. Briefly describe one project that you have led or initiated in the recent past.
4. What are the elements of your ideal job (work environment, not content/subject)?
5. What recent projects have you done that require research and writing? What was your product? What tools did you utilize in your research?
6. If you were given the task of researching and documenting the profitability of Green Drinks organizations in the US, how would you approach this?
7. Describe an experience working in a collaborative team environment. What did you enjoy about that experience? How did you deal with a challenge you had working in that environment?

Deadline

This position will remain open until filled. The ideal start date would be August 3.