

BETTER BUSINESS BUREAU OF MINNESOTA AND NORTH DAKOTA

ND Consumer Outreach Coordinator- Part Time

Fargo, ND

Better Business Bureau (BBB) was founded in Minneapolis in 1912 when ethical business owners and advertising industry leaders formed the first “Vigilance Committee” to publicly challenge misleading advertising claims made by unethical companies. Today there are more than 110 BBBs throughout North America which promote marketplace trust. BBB is still supported by local businesses that operate with high standards of integrity and believe in BBB’s vision of a marketplace where buyers and sellers trust each other. Currently, Better Business Bureau of Minnesota and North Dakota is recruiting for the part-time role of North Dakota Consumer Outreach Coordinator, based in Fargo.

Primary Duties and Responsibilities

- ♣ Collaborates with Better Business Bureau of Minnesota and North Dakota (BBB) management to carry out organizational goals and objectives
- ♣ Cultivates relationships with community groups, high schools and colleges to increase brand and service awareness/promote mutually beneficial partnerships
- ♣ Actively participates within and hosts quarterly Collation Against Marketplace Fraud (CAMF) meetings
 - ♣ Identifies educational programs to target demographics including seniors, K-12 students and college students. Establishes Speakers Bureau to assist in carrying out speaking events in multiple communities
- ♣ Develops and presents program curriculum for adult and youth audiences to include, but not limited to, In Pursuit of Ethics Youth Program; scams targeting students, senior citizens and/or the military community, and Consumer Wise Buying
- ♣ Represents BBB at community events/expos showcasing BBB commitment to North Dakota
- ♣ Attends key North Dakota community events for networking with other like organizations and consumers
- ♣ Gathers warm leads as potential Foundation donors
- ♣ Organizes and staff bi-annual Secure Your ID Day events
- ♣ Collaborates with Communications Coordinator to acquire opportunities for BBB to be a recurring content provider in North Dakota publications and broadcast formats
- ♣ Provides back up as needed for Senior Outreach and Military line Programs
- ♣ Maintains effective record-keeping of all outreach activities and provides quarterly activity and impact reports to Foundation Director

Experience, Skills and Abilities

- ♣ Bachelor’s Degree with major in Business or other similarly situated degree
- ♣ Broad range background in business and/or education arenas that allowed for exceptional oral and written communication skills, presentation skills, general business knowledge, and effective networking skills
- ♣ Must have the proven ability to form appropriate strategic alliances that increase overall awareness and usage of BBB programs and services

- ♣ Flexibility and adaptability to change, with the ability to manage multiple priorities and responsibilities required
- ♣ High degree of self-motivation and ability to be a self-starter are essential
- ♣ Effective public speaking skills and a professional demeanor required
- ♣ Clear driving record required
- ♣ Ability to travel throughout the state of North Dakota on a regular basis required
- ♣ Must be able to travel to BBB office in Burnsville 3-4 times per year for meetings
- ♣ PC proficiency in Word, Excel, and Outlook essential

Apply at hr@thefirstbbb.org by Aug. 28, 2015