



HerHub Project Lead - Independent Contractor

Proposal:

To serve as **Project/Special Project leader (Manager)** for HerHub

Stipend fee: \$ 1500.00 per quarter (\$500mth with average 28-30 hours/ month = \$16-\$17/hr.)

Work Scope

- Support HerHub Initiatives in general – Membership Directory Program & Subscription Box Special Project.

HerHub Program Directory (duties)

- Blog post and website content writing
- Website maintenance- working with web developer on content to post on the website, update any media page/archives, any contents that need to change, layout, or refresh authors. **Basic maintenance.** (WordPress knowledge preferred but not required)
- Help recruit and cultivate relationships with existing HerHub members. (ex. may include dropping off welcome gifts to new members, sending out recruitment emails/making recruiting calls/visits)
- Oversee the development & execution of future projects/programs (ex. Post-COVID-19 Networking event)

“For Her by Her” Subscription Box (duties)

- Timeline: Create a countdown calendar for the successful execution of quarterly boxes.
- Facilitate box design submission w/ artist and **order boxes.**
(& Seals/package envelopes as needed.)
- Communication & Customer Service: Email announcement to HH members about an open application, deadline, and responding to emails/phone calls
- Manage Cratejoy Website and orders, download spreadsheets & **shipping labels**
- Facilitate Booklet design w/ volunteer designer and **order booklets**
- Communicate with selected vendors about deadlines of product delivery, booklet write-up, and PPA. Organize with vendors drop-off of products.
- Schedule photoshoot of products & boxes as needed.
- Plan Packing event - organize volunteers
- Plan Pick-up event/email customers about pick-up event
- Work with Task Team and Social Media Director
- PR/Communication: Submit press releases as needed.
- Update Frequently asked questions document as needed.
- Set up delivery of boxes

Reporting Requirement

- Emailed timeline of action items on a bi-weekly basis to Director, Nina Corder
- Biweekly meetings with Task Team, document & archive meeting notes.



HerHub Team Quarterly Goals (collectively as a team):

- Raise at least a minimum of \$3000.00 per quarter (fundraise/revenue).
- 20-25 new individual paid memberships to HerHub.
- Minimum 3 new supporters or partners at the \$350 level.
- At least 200 subscription boxes sold.

IN WITNESS WHEREOF, I, _____ the undersigned, serving as the
_____ for Women of Toledo understand and execute this Job Description and
Guidelines within my terms serving as _____ for the organization on the
_____ of _____, 20____.

_____ (signature)
_____ (printed name)

Title: _____