

## ***The Cascade* Distribution + Outreach Ambassador contract**

Rate of pay: \$200 + commission per issue

### **Job summary:**

The Distribution + Outreach Ambassador is responsible for carrying out circulation of *The Cascade's* print edition throughout the Fraser Valley, including but not limited to UFV campuses in Abbotsford, Mission, and Chilliwack, branches of the Fraser Valley Regional Library system, and local coffee shops. The Distribution + Outreach Ambassador also works closely with the Business Manager to determine the best methods for distribution, and to maintain and track readership on campus and in the community.

In addition, the Distributor + Outreach Ambassador works as a community representative, building *The Cascade's* presence and recognition around UFV and the surrounding areas through marketing and propaganda campaigns.

The Distribution + Outreach Ambassador is a self-motivated go-getter, who enjoys the thrill of interacting with people and constructing a brand using media and public outreach.

At all times, the Distributor + Outreach Ambassadors must adhere to the Cascade Journalism Society's bylaws, Code of Conduct, and other policies, as well as adhere to the Canadian University Press Code of Ethics. At all times the Distributor will behave in an ethical manner as a representative of *The Cascade*.

### **Duties and responsibilities:**

1. Distributor + Outreach Ambassador must begin circulation no later than two hours after the newspaper is available for distribution.
2. The Distributor + Outreach Ambassador must complete circulation within 24 hours of publication.
3. In conjunction with the Business Manager, the Distributor + Outreach Ambassador must continually be seeking, and potentially building, the best possible points of circulation and means of display.
4. The Distributor + Outreach Ambassador must provide the Business Manager with a floor map or listing of all points of distribution, when prompted.
5. The Distributor + Outreach Ambassador is responsible throughout the given week to maintain tidiness at their main distribution points.
6. In conjunction with the Business Manager, the Distributor + Outreach Ambassador must ensure that their region is being effectively covered.
7. The Distributor + Outreach Ambassador is responsible for ensuring that at the end of each issue cycle all newspapers are recycled as per *The Cascade's* recycling policy.

8. The Distributor + Outreach Ambassador must ensure that each business or other external locations receive the correct number of issues per week.
9. The Distributor + Outreach Ambassador must maintain an issue pick-up count each week and report it to the Business Manager.
10. The Distributor + Outreach Ambassador is responsible for placing eight unfolded copies of each issue in their correct location within the archives.
11. This position requires equipment for contacting internally and externally. The contractor will provide their own equipment needed: i.e. Laptop.
12. As a contractor, this position requires billing for work completed. Contractors must issue an invoice to *The Cascade* on a weekly basis.

### **Qualifications**

1. Must be a member in good standing of the Cascade Journalism Society.
2. Must be registered in at least one credited course during the Fall/Winter semesters.
3. Must be available to distribute new issues of *The Cascade* on Wednesdays.
4. Must be able to deal effectively with Society and university staff, students, and the general public.
5. Must have a reliable method of transportation for transporting newspaper bundles to and from distribution points.

### **Benefits**

1. Networking opportunities
2. Experience and Resume builder
3. Remuneration of \$200.00 per issue + the additional commission from selling advertisements.
4. Students become eligible for preferred course registration in order to help organize their schedules.
5. Discount parking at Abbotsford, Chilliwack and Mission campuses.