



**Marketing Manager**  
**Minga Fair Trade Imports LLC**

Salary: \$32,000 with performance based raises or bonuses at the 1 month, 3 month and 6 month reviews. Annual profitability bonuses are shared with all employees.

Position would begin in August 2009.

Minga FTI is a small wholesale Fair Trade import business with a warehouse/office in Lake Geneva. We provide handmade eco-friendly clothing, jewelry and home decor from South America to retail stores across the country.

The mission of Minga FTI is to improve the economic lives of small producers in the southern hemisphere, creating Fair Trade relationships with retail advocates in the north, and promoting education for all. We are a very small company (1 full-time, 5 part-time employees) but growing fast. Our environment is casual and our demeanor is friendly yet respectful. Our goal is to build strong sustainable business relationships and prove that a company can do the right thing putting people and planet first while still making a profit. So far our growth has exceeded our expectations.

**Position**

- Full-time Marketing Manager/Program Assistant
- Salary, vacation, bonuses
- Involves some paid travel, domestic and international
- Fast paced small business environment

**Responsibilities**

- Revise and maintain company website
- Update database software (Filemaker Pro)
- Photograph products with and without live models
- Promotional emails
- Write product descriptions to engage customers
- Help design and refine products and marketing materials
- Plan and attend events
- Public relations and education
- Customer service and communication
- Day to day tasks including (but not limited to)- order processing, packing, shipping, inventory, unloading shipments, preparing for shows

**Qualifications/Experience**

- Web design, Graphic design software
- Excellent communication skills
- Sales and marketing experience/education
- Works well independently
- Energetic and eager to learn and share
- Understands and supports Fair Trade principles

Beyond skills we are mostly looking for integrity of character. Honesty and humility are essential to do well in our relationship-based business. This candidate will play an important role in our continued growth and development, so leadership abilities are welcome but not absolutely necessary.

Please send cover letter and resume to [marketing@mingaimports.com](mailto:marketing@mingaimports.com). Contact Chris by the email above or at 262-758-2280 with any questions.