

## FRIENDS OF THE DAVIS PUBLIC LIBRARY

### JOB DESCRIPTION May 2017

**TITLE:** Postcard, Flyer, and Bookmark Coordinator

**TERM:** Appointed for 1 term annually

**DUTIES:**

- Postcards
  - 2.5-3 weeks prior to sale, obtain membership count from membership coordinator
  - Design and order postcards (6-8 extra copies) from Kinko's
  - Obtain labels from membership coordinator and label postcards.
  - Prepare postcards for Bulk Mail
    - Bundle 95616, 95617, 95618 together
    - Bundle separately all other 956xx, 957xx and 958xx
    - Bundle together all other zips
  - USPS Form 3602-NZ: download, print, and complete
  - Bulk Mail: Main post office loading dock
    - Open Mon-Fri from noon to 2pm
    - Take postcard to Bulk Mail office
  - Non-Profit Permit Fee paid annually in December. Confirm with Treasurer that account has funds to cover postage and return fees
- Flyers
  - 2-3 weeks prior to sale, design and have flyers copied at Kinko's.
  - Deliver 32 flyers to person responsible for posting flyers around town (currently Judy Murphy)
- Bookmarks
  - Obtain calendar of book sale dates
  - Obtain relevant new information re Logos Bookstore
  - In time for December sale, design and have 1000 bookmarks copied at Kinko's
- Kinko's
  - All images are sent to Kinko's as PDFs
  - Account bills are sent to Treasurer
- Other duties related to Postcards, Flyers, and Bookmarks as designated by the elected officers.