

**JOB POSTING**

***Communications Coordinator***

**ABOUT US**

*Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 9 million pounds of food per year, 37% of which is fresh produce. From Grocery Bags for Seniors, BackPack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.*

*The Communications Coordinator is responsible for supporting the development and management of Inter-Faith Food Shuttle’s public digital presence to increase online awareness, visibility, and fundraising. The Communications Coordinator manages social media strategy, the design and production of digital communications, and a variety of interactive media components.*

**DUTIES AND RESPONSIBILITIES**

* Working with the Director of Communications and Policy and the Communications Manager, take an integral role in executing a communications plan designed to lift the voices of Inter-Faith Food Shuttle and the communities we serve and help move us toward our mission of relieving the burden of hunger.
* Build and develop digital assets by updating the website and creating landing pages, campaign pop-ups and other promotional tools.
* Works with the Director of Communications and Policy and the Communications Manager to build and create financial and impact reports.
* Manage social media activity with regular postings across channels that make connections with partners and community members, promote activities, build support, recruit volunteers, and encourage engagement in our operations and our policy campaigns. Report metrics that align with communications strategy and goals set by the communications team.
* In consultation with departmental representatives, maintain and update events calendar to provide our audiences with accurate and engaging descriptions of the suite of activities we offer each month.
* Share responsibility with Communications Manager for participating in community events and tours, particularly for the purpose of documenting activities through photos and video recording.
* Create or collect photos and videos for use in digital communications.
* Edit content and create layout of monthly newsletters, email appeals, flyers and other communications to increase readership, engagement, and fundraising revenue.
* Provide clear, concise and effective writing for social media, blog, and website that engages readers and reflects Food Shuttle mission and values.
* Review email inquiries from the public and disseminate to the appropriate department.

**QUALIFICATIONS**

* A 4-year degree or combination of a two-year degree and applicable certifications and demonstrated digital marketing and social media experience, or an equivalent combination of education and experience.
* Proven success using social media and digital platforms.
* Experience using digital marketing tools such as Squarespace, Meta, Constant Contact, Canva, Adobe Creative Cloud, Microsoft Office Suite, and peer-to-peer fundraising donation pages.
* A background with nonprofit organizations is a plus.
* Experience with SEO and Google Analytics is a plus.
* Excellent internal customer service skills.
* Detail-oriented and a self-starter.
* Excellent written and verbal communication skills.
* Ability to set priorities, multi-task, and meet deadlines.
* Flexibility to work occasional nights and weekends

**CORE COMPETENCIES**

* **Creative Thinking**: Generates new ideas and concepts that add value to the organization, team, and external partners. Uses inventiveness, resourcefulness, and flexibility to think outside the box to go beyond existing knowledge.
* **Fostering Teamwork:** As a team member, the ability and desire to work cooperatively with others on the team; listens and responds constructively to other team member’s ideas. Provides assistance, information, or other support to others, to build or maintain relationships.
* **Customer Orientation**: The ability to demonstrate concern for satisfying one’s external and internal customers.
* **Flexibility**: The ability to be open to different and new ways of doing things; willingness to modify one’s preferred way of doing things.
* **Thoroughness**: Ensures that one’s own and others’ work and information are complete and accurate; carefully preparing for meetings and presentations. Sets up procedures to ensure quality of work (e.g., reports); monitors the quality of work, verifies information.

**WORKING CONDITIONS**

Professional office environment, working at computer, and use of technology. Ability to work occasional nights and weekends

**PHYSICAL REQUIREMENTS**

Ability to sit and stand for lengthy periods of time as part of normal professional office routine.

**EEO and Everify**

**Equal Employment Opportunity (EEO) [Inter-Faith Food Shuttle]** provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

**ADA Compliant: [Inter-Faith Food Shuttle]** is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact [HR department].

**Inter-Faith validates the right to work using E-Verify.** Inter-Faith will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee’s Form I-9 to confirm work authorization.

**DIRECT REPORTS**

None

**COMPENSATION & BENEFITS**  Pay Rate: $21.00 to $23.00 per hour based on experience and qualifications. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and ten (10) paid holidays.

**TO APPLY**

Please send **resume and cover letter** to [recruiter@FoodShuttle.org](mailto:recruiter@FoodShuttle.org)

***Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.***