

## **Food For Thought Communications Coordinator**

**Organization Description:** Food For Thought is a nonprofit that provides comprehensive nutrition services to 750 people in Sonoma County affected by HIV and other critical illnesses. Our services include weekly groceries, congregate meals, vitamins and supplements, and nutrition education. Located in Forestville in a beautiful building surrounded by organic gardens, FFT operates with a staff of 12 and over 600 active volunteers. The values of respect, dignity, compassion are deeply ingrained in the culture of the agency, which seeks to provide both food and love to our clients. Food For Thought has recently expanded its mission, and this position presents an exciting opportunity to contribute to a growing, thriving agency in a time of creative expansion and change.

**Position Summary:** The Communications Coordinator is a part-time position (24 hours a week – no telecommuting), reporting to the Development Director in order to help implement Food For Thought’s comprehensive fundraising program. The primary duties of the Communications Coordinator will be to lead agency marketing efforts to both new and existing audiences, via printed and digital promotional and informational materials, media and social media coverage, and public presentations.

**Position Responsibilities:** Work with supervisor, within assigned timelines and budgets, to accomplish the following:

### *Communications responsibilities:*

- Coordinate and produce the organization’s online communications, including website, social media, eNewsletter, and other online outreach.
- Develop and deliver content via Facebook, Twitter, LinkedIn, Instagram, YouTube, email, and other online communications.
- Keep website up-to-date and compelling.
- Compile, maintain, and report on social media and website metrics.
- Create and execute triannual printed newsletter.
- Produce press releases, brochures, ads, other communications materials, and special events.
- Collaborate with other departments in regards to their communications needs.
- Proof and copyedit organizational materials, internal and external.
- Produce and maintain organizational style guide.
- Ensure consistent messaging, voice, tone, and style of all FFT communications.
- Coordinate photo and video shoots. Serve as primary coordinator of the Visual Library.

- Produce content and coordinate advertising placement in local newspapers, magazines, and online outlets. Maintain relationships with media contacts.
- Provide logos and photographs to internal and external requestors.
- Develop and maintain news clipping archives and department reports, and keep relevant spreadsheets up to date with communications activities.
- Serve as point person for general communications inquiries.
- Work with Events and Stewardship Manager to develop promotional materials for FFT events with vendors; oversee printing process between FFT, graphic designer, and printer
- Report on communications and current messaging at twice monthly staff meetings.
- Maintain agency's reputation for integrity, caring, and respect.

Approximately 90% of the Communications Coordinator's time will be spent on efforts to promote Food For Thought as an agency, and 10% on efforts to promote Food For Thought Antiques, Gifts, and Garden.

### **Qualifications and Requirements**

- Passion for Food For Thought's work to provide nutrition to people living with HIV and other critical illnesses.
- Two or more years of work experience with primary responsibilities in communications and marketing.
- College degree or two additional years of work experience.
- Project management skills including calendar deadlines, vendor interface, and progress reports.
- Strong proof and copy editing skills. Knowledge of Chicago Manual of Style standards.
- Proficiency in MS Word and Outlook required.
- Strong working knowledge of Excel and PowerPoint, and Photoshop and InDesign (or similar program) preferred.
- Experience working with HTML, web analytics, and website content management.
- Strong communication skills, ability to speak and write persuasively.
- Comfort in giving public presentations.
- Attention to detail and adherence to deadlines.

**Compensation:** This position starts at \$28.00 per hour – no benefits. Negotiable based on experience.

### **To apply, follow the directions below exactly.**

Please send resume and cover letter to [info@FFTfoodbank.org](mailto:info@FFTfoodbank.org).

Subject Line: Communications Coordinator [your last name]

Do not write your cover letter in the body of the email.

Attach a single PDF containing your cover letter and resume.