



We believe hunger is unacceptable.

POSITION AVAILABLE: COMMUNICATIONS & OUTREACH COORDINATOR

ABOUT BELLINGHAM FOOD BANK

Bellingham Food Bank is Whatcom County's largest hunger relief organization. We are a 501(c)(3) nonprofit organization. We provide free groceries in a dignified setting to 1 in 5 Bellingham households annually. Bellingham Food Bank is committed to becoming an anti-racist organization.

VISION

We at Bellingham Food Bank envision a community with a thriving food system where everyone has equitable access to the food they need and want.

MISSION

We reduce hunger by:

- creating access to high quality, desirable food and other essentials.
- building a responsive regional hunger relief network.
- disrupting racism, because of its historical and structural connection to hunger and poverty.

VALUES

Quality & Choice: We offer a variety of high-quality foods, culturally relevant foods, and other essentials. We strive to create a welcoming, respectful, and dignified experience.

Justice & Equity: We believe hunger, poverty, and systemic racism are inextricably linked. Food justice is social justice.

Inclusion & Access: We actively work to remove barriers to food and essentials and to offer what is familiar and valued by our diverse community.

Responsiveness & Innovation: We are adaptive and curious. We listen, experiment, learn, and adjust as we seek ways to deepen our impact on both immediate needs and the root causes of hunger.

ABOUT THE POSITION

This position is responsible for engaging the community about local hunger issues and inspiring potential advocates. The position manages the agency's outreach, internal and external communications. We are deeply committed to advancing equity, internally within our team and externally across the region. One component of that is a goal to bring on team members who speak multiple languages, therefore candidates who are fluent in more than one language will be given preference.

ABOUT YOU

The best candidate will be highly organized and a strong communicator with diverse audiences. They will be creative and experienced with events, print and digital media. They will be passionate about helping members of our community and will believe that hunger is unacceptable.

Bellingham Food Bank's staff is all fully vaccinated against COVID-19, and we will expect you to be fully vaccinated as well. Fully vaccinated means a person has received all recommended doses in their primary series of COVID-19 vaccine.

TO APPLY

Full job description available on our website, bellinghamfoodbank.org. Send one-page cover letter and resume including 3 references to info@bellinghamfoodbank.org, subject "Communications & Outreach Coordinator."

We strongly support equal employment opportunity for all staff members, as articulated by federal, state, and local laws. Alternatives to Hunger actively seeks to recruit individuals without regard to race, creed, color, gender, sexual orientation, disability, marital status, veteran status, national origin, or age. Particularly, Alternatives to Hunger and all its staff members will comply with the AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. Our equal employment opportunity philosophy applies to all aspects of employment, including recruitment, training, promotion, transfer, job benefits, pay and dismissal.



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COMMUNICATIONS & OUTREACH COORDINATOR

<u>Location</u>	Bellingham Food Bank; greater Whatcom County
<u>Hours & Benefits</u>	\$30.00-\$33.00 per hour. Full Time, Non-exempt position, Medical, Dental, Vision & Retirement

Job Summary

This position is responsible for engaging the community about local hunger issues and inspiring potential advocates. The position manages the agency's outreach, internal and external communications.

Duties

50% Outreach

- Develop community education and outreach plan
- Host events centered on customer feedback and engagement
- Coordinate team members to join and attend community groups focused on equity and poverty work
- Coordinate advocacy communications

30% Organizational Communications

- Design & execute organizational communications plan
- Design print and web materials for internal and external communications; liaison with graphic design and print consultants
- Manage organization's social media accounts, website, and other external messaging tools.
- Collaborate with Executive Director on strategic planning, Board of Directors programs and other related communications
- Create channels for interdepartmental staff communication

20% Donor Development

- Develop donor stewardship plan for staff and board of directors
- Support and respond to community food and fund drives
- Create and manage direct mail, online and other fundraising campaigns
- Report and analyze donor related data from Salesforce database

Skills Desired

- Experience working in nonprofit organizations, preferably in management capacity
- History of managing email lists, Excel, online fundraising, and list management with databases
- Experience with Adobe Creative Suite
- Ability to work in Salesforce or similarly robust CRM
- Fluency in WordPress or similar web platform
- Experience engaging with diverse audiences
- Story and appeal writing and ability to edit others' written work
- Ability to simultaneously manage multiple projects and prioritize appropriately
- Strategic problem solver and collaborative team player
- Ability to self-motivate and work independently
- Conversational Spanish and/or Russian strongly preferred

Supervision Received & Work Environment

Priority will be given to applications received by **5pm on Monday, September 26th**. This position will remain open until filled with a **preferred start date of October 17th**. Please no calls or drop-ins.

Reports to and is supervised by Executive Director. Fast paced administrative office, distribution center and warehouse which may require employee to walk, stand, lift, and balance.

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