



**Organization:** Sustainable Connections

**Title:** Food & Farming Outreach Coordinator

**Primary Work Location:** Bellingham, WA

**Term:** Full time (40 hours), introductory (90 day period before becoming regular employee), non-exempt

**Physical attendance requirement (% of time on site / in office):** 50%

**Reports to:** Eat Local First Manager and Communications Director

**Application deadline:** 11:59PM on October 20, 2021

**Desired start:** December 1, 2021

### **Summary**

Join [Sustainable Connections](https://sustainableconnections.org), an entrepreneurial non-profit organization that works with dozens of partner organizations and over 2000 local businesses a year to create thriving communities. Provide your exceptional outreach and communication skills to support the Food & Farming program alongside other programs such as Energy & Green Building, Housing & Smart Growth, Toward Zero Waste, Think Local First, and Cloud Mountain Farm Center. Our dynamic team is results-oriented and enjoys working in downtown Bellingham as well as Everson, WA.

The Food & Farming Outreach Coordinator reports to the Eat Local First Manager and Communications Director. This person works with a team to promote local food & farming businesses through print materials, digital communications, event coordination, community outreach, Eat Local First campaigns, and more!

In order to create thriving communities, we are committed to continually improving and learning. Our statement of commitment to equity, diversity & inclusion can be found here: <https://sustainableconnections.org/about-us/>

### **COVID Impact on this position at present:**

Due to COVID, our downtown office has been & remains mostly closed with staff working remotely, and we have not been hosting in-person events. Before COVID, flexible working schedules & telework have been available to staff & supported by Employee Handbook policy. Supervisors determine work schedule & location with individual staff, dependent on organizational needs.

### **Primary Responsibilities:**

#### **Food & Farming Program Support & Outreach**

- Provides outreach to restaurants, farmers, fishers, food artisans, and markets for participation in projects and events such as the Farm-to-Table Trade Meeting, Eat Local Month, Whatcom County Farm Tour, chef farm tours, Food & Farming publications, and advertising opportunities.

- Coordinates distribution of printed publications and materials
- Assists with creating, editing, and maintaining of online content
- Supports the team with monthly email newsletters using Mailchimp - editing content, compiling photos, cross-promoting events, analyzing data, etc.
- Coordinates Sustainable Connections' presence on Facebook and Instagram through Food & Farming channels. Compiles and analyzes social media statistics.
- Maintains and tracks data in Salesforce and other programs for strategic communications and grant reporting
- Participates in public outreach opportunities such as tabling at community events and farmers markets
- Builds community relationships through email, phone, and in person communications
- Collaborates with volunteers and interns on projects and community events
- Explores emerging public outreach projects such as podcasts, video production, and live streams
- Helps answer general phone line and greets office visitors when present in the office

### **Event Support**

- Provides event support and ensures high quality delivery for online and in-person events for the Food & Farming Team:
  - In collaboration with staff, coordinates event logistics and timelines, including assisting with planning and following a budget, working with vendors, booking venues, coordinating with guest speakers, managing event registrations, etc.
  - Ensures events are Toward Zero Waste and supports local businesses when procuring vendors, caterers, venues, and event supplies
  - Works with the team on the day of event, including set-up, registration/check-in, tech support, troubleshooting issues, take-down, etc.
  - Ensures event permits & licenses are kept up to date (health department, liquor board, etc)
  - Helps recruit, schedule, and train volunteers needed for events

### **Required skills & qualifications:**

- Passion for the mission and vision of the organization and excitement to support our programs
- Outgoing and professional communicator
- Strong administrative and organizational skills
- Proven competence in assessing priorities, managing a variety of activities in a time-sensitive environment, and meeting deadlines with attention to detail and quality
- Initiative and demonstrated ability to work proactively and independently – self learner
- Ability to excel in an open office environment and works well in teams
- Experience planning and executing virtual and in-person events

- Experience with programs such as:
  - Office 365 suite (Microsoft Outlook, Sharepoint, Teams, Word, Excel, etc)
  - Facebook and Instagram
  - Mailchimp, or similar email platform
  - Wordpress, or similar website editing program
  - Eventbrite, or similar event management programs
  - Zoom or similar video conferencing program

**Bonus points given for experience with:**

- CRM software such as Salesforce
- Video production, editing, or photography
- Tech support or A/V equipment
- Google Analytics or Adgrants
- Project management software such as Asana
- Adobe Creative Suite, Canva, or similar design program

**Compensation:**

This is an introductory (90 day waiting period), FLSA Non-exempt, full-time (40hrs/week) position to be compensated \$17-20 hourly depending on qualifications and experience.

Benefits for first year, regular, full-time employees (working 40hrs/week) include:

- 16 days per year of paid time off
- An additional 6 days of paid time off near year end
- An individual benefit of \$350 per month
- A very flexible work schedule
- Up to a 3% match SIMPLE IRA non-designated retirement plan
- Great office space, fun and supportive coworkers, a welcoming & inclusive environment and the opportunity to help lead a nationally recognized organization

**To Apply:**

Email a cover letter, resume, and the contact information for three professional references by email to [mary@sustainableconnections.org](mailto:mary@sustainableconnections.org) by the application deadline listed above.

*Sustainable Connections complies with all federal, state, and local laws which prohibit discrimination in employment. Sustainable Connections is committed to recruiting and retaining a diverse workforce.*

*Sustainable Connections is an equal opportunity employer that believes it is the responsibility of the company and all its employees to ensure there is no discrimination against any employee or applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, the presence of any sensory, mental, or physical disability, genetic information, or any other protected status.*