

# Eat Greater Des Moines

## Job Description

**Title:** Communications and Outreach Coordinator

**FLSA Status:** Full-Time, Exempt

**Reports To:** Executive Director

**Salary:** (\$40,000 - \$42,500 depending on experience)

Eat Greater Des Moines is a central Iowa-based non-profit organization that facilitates and builds connections to strengthen the area's food system. Our mission is to unite the community by providing quality food access for all. We build community through food. By bringing people to the table, we empower partners in our community to connect, support one another, and move ideas into action through information sharing, building relationships, and providing education on the most urgent issues related to food in our community.

### **BASIC FUNCTION:**

The Communications & Outreach Coordinator will manage the digital and traditional communications and messaging for Eat Greater Des Moines. Working to develop effective outreach strategies through targeted communications and expand our online presence and greater visibility among primary stakeholders, the media and allied organizations.

Working with key staff and member leaders, the coordinator will be responsible for implementing an effective communication strategy, budget recommendations and overseeing the primary activities to achieve the strategic objectives.

### **Specific skills and competencies we believe makes you a great fit:**

- Service-driven, ability to thrive in a small team environment, collaborative approach to problem solving for win-win outcomes, and have a spirit of doing what it takes to get the job done;
- Thoughtful and resourceful, with demonstrated ability to take initiative and follow through;
- Exemplary organizational/project management, communication, and problem-solving skills with the ability to respond to rapidly changing priorities;
- Experience crafting and implementing communications and messaging strategy with an eye for compelling visuals and graphics, strong writing and editing skills, and desire to discover and share stories that resonate;
- Flexible, with a growth mindset, and adaptable to adjusting in both day-to-day and larger-scale activities based on new information and situations;
- Continually aware of new ways to do old things better;
- Comfort with working under pressure and tight deadlines in a fast-paced environment;
- Able to make decisions with the information available and know when to ask for help;
- Excellent computer skills and mastery of Microsoft Office Suite, and familiarity with office productivity tools like Asana, Google Docs, Zoom, etc.;
- Committed to advancing equity, diversity, and inclusion in the workplace;

## **DUTIES & RESPONSIBILITIES:**

### **Communications**

- Manage Eat Greater Des Moines website to keep vibrant and current.
- Generate engaging content through publications, website and social media i.e. Facebook, LinkedIn, Twitter and Instagram.
- Curate content for monthly e-news via Mailchimp.
- Grow relationships with key influencers ensuring they receive relevant, timely updates.
- Develop relationships with the media, engage with the press, and any key influencers.
- Manage outreach to potential partners, build an organizational network.

### **Program Operations**

- Ability to speak publicly, train, and engage small to large groups regarding the Eat Greater Des Moines programs.
- Detail orientated and able to stay on top of and ahead of program needs and timing.
- Ability to problem solve and constructively address challenges.
- Support fundraising necessary to fund the position and program.

### **Community Collaboration**

- Works with colleagues and with other public, private and non-profit partners to review program-related procedures, develops cooperative relationships, and resolves challenges.
- Identifies and keeps informed about available resources and opportunities pertinent to Eat Greater Des Moines' mission and goals.

### **Reporting & Record Keeping**

- Utilize necessary online and other computerized tracking systems on a regular basis to ensure accurate data management.
- Ensures that data from partners is collected on a regular basis.

### **Other duties as assigned**

Please mail or email a resume and a cover letter describing your qualifications, interest in the position, in confidence to:

Eat Greater Des Moines  
Attn: Executive Director  
501 SW 7<sup>th</sup> Street, Suite G2  
Email: [aalvarez@eatgreaterdesmoines.org](mailto:aalvarez@eatgreaterdesmoines.org)

Eat Greater Des Moines is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, national origin, color, sex, sexual orientation, age or disability in admission or access to the operation of our programs, services, activities, or our own employment practices. All qualified applicants will be given equal opportunity, and selection decisions will be based on job-related factors.