



Communications Coordinator

Green City Market is a non-profit, nationally recognized marketplace model for distributing, promoting and educating about local sustainably-grown food.

The Communications Coordinator is responsible for assisting a variety of staff in carrying out a range of tasks in the following areas: Communications; Office Management, and Development & Events Support. Green City Market seeks a highly organized individual with excellent writing skills, keen attention to detail and a passion for the sustainable food movement.

Roles and Responsibilities

Communications Support

- Serves as first point of contact with the public (phones and email)
- Updates and ensures application of organization style guide and creates office templates
- Proofreads organizational materials, public-facing content, e-newsletters and website
- Coordinate weekly e-newsletter and occasional e-blasts by maintaining timely information and soliciting stories
- Assists in social media outreach with Facebook, Instagram, etc.

Office Management and Operational Support

- Maintains office, program, and sponsorship calendars
- Coordinates sponsor and partner contract fulfillment
- Assists in meeting and event preparation, including generating & assembling documents; taking minutes; arranging conference calls
- Helps coordinate office interns and volunteers
- Maintains office and retail inventory including supplies for markets, programs, office
- Assists in keeping all office spaces tidy and organized (including on- and off-site storage units)
- Provides logistical support in advance of and during events
- Collaborates with Market Manager(s) to ensure all at-market materials are up to date and in market bins

Development & Events Support

- Assists in logistics and marketing of fundraising and events
- Edits grant applications and reports

Qualifications

- Passion for the sustainable food movement and edible education
- Deep commitment to creating and implementing organizational systems
- Excellent written and oral communication skills
- Exemplary attention to detail and copyediting skills
- Highly organized; ability to manage multiple tasks and deadlines in a fast-paced environment
- Works well both independently and collaboratively
- Creative and flexible mindset; ability to maintain a sense of humor
- Strong computer skills (familiarity with both PC and Mac computer systems)



- Demonstrated proficiency with MS Word, Excel, and Google Apps (docs, forms, sheets)
- Experience with Customer Relationship Management software, database management, and social media platforms strongly preferred
- Experience with Photoshop, InDesign, Sales Force a plus
- Familiarity with non-profit organizations, fundraising efforts, and events planning a plus

Reporting: This position reports directly to the Operations Manager while also providing direct daily support to the Executive Director.

Location & Hours

The Communications Coordinator works primarily from the administrative office, but attends the market on market days including nights and weekends. Normal hours vary by day of the week with market days requiring early mornings/late nights regardless of weather.

The Communications Coordinator position may require the moving and set-up of tents and tables, moving bins of materials from the office to the market, or other physical activities.

Compensation

\$30,000-\$35,000 depending upon skill set & experience

Start Date: Early-Mid April 2017

How to apply: Applicants should submit a résumé and cover letter to Melissa Flynn, Executive Director , at admin@greencitymarket.org with "Communications Coordinator" in the subject. No phone calls or drop-ins, please.

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