



Community Engagement Manager

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance food justice and health equity in the nation's capital, is currently seeking a **Community Engagement Manager**.

The Community Engagement Manager will be responsible for finalizing and implementing the 2020 strategic outreach plan and coordinate customer communications for the Produce Plus program. Produce Plus is a city-wide program that helps DC residents with low-incomes purchase fresh fruits and vegetables at DC farmers' markets. The Community Engagement Manager will hire, train and manage a seasonal team of one Community Engagement Assistant and team of Food Champions and report to the Produce Plus Manager. Food Champions are seasonal staff members who implement the strategic outreach plan, provide at-market support for key Produce Plus participating markets and registration sites, and inform DC residents, experiencing food insecurity, about city-wide food resources.

The ideal candidate would be a leader who has developed an effective and culturally responsible supervision style and who is constructively optimistic. Applicants must be able to demonstrate excellent communication and organizational skills in a fast-paced environment.

Essential Requirements

Produce Plus Program implementation

- Contribute to regular meetings and planning sessions
- Conduct registration site visits throughout the Produce Plus season
- Support customer outreach, Produce Plus Program evaluation, community meetings, and surveys
- Provide Produce Plus customers with opportunities to provide feedback
- Design and coordinate the distribution of Produce Plus outreach materials (online and print advertisements)
- Supervise the implementation of the customer communications strategy including the Produce Plus Hotline, emails and sms messages, and social media
- Inform key service providers and community institutions of updates and developments
- The applicant must be able to communicate with the diverse group of people who make up the Produce Plus community, including customers, volunteers, farmers' market managers, and leaders of community institutions.
- Closely collaborate with stakeholders to solve problems that arise

Food Champion Program

- Hire, train, and manage team of Food Champions

- Plan and execute monthly professional development meetings and supervise weekly team calls
- Conduct mid-season evaluations of Food Champions and hone processes for implementation
- Develop and maintain relationships with key service providers and community institutions (such as schools, clinics, senior centers, pantries, and places of worship) to expand the reach of Food Champions program
- Manage relevant grant budget(s) and reporting to funders
- Take lead on maintaining relationships with key funders, stakeholders, and community partners
- Provide consultation to outside organizations via webinars, contracts and sharing template materials

Qualifications

- A minimum of 4 years experience in outreach, community organizing, or program coordination required
- A minimum of 4 years experience training and managing volunteers or staff required
- Excellent interpersonal communication, facilitation, and public speaking skills required
- Resolute and proven commitment to the practice of racial equity required
- Familiarity with ideals of social justice required
- Bachelor's degree preferred
- Knowledge of federal and local food programs and policies preferred
- Strong familiarity with D.C. communities in Wards 1, 5, 7, and 8 required
- High level of proficiency in Microsoft Office Suite and Google Suite preferred
- Have a driver's license or ability to obtain one. Having a car is a plus, but not a requirement.
- Proficient design and photography skills preferred

Salary & Benefits

This is a full-time (40 hours/week) position, salaried at a range of \$63,850 - \$70,150 per year, less applicable withholdings, with generous benefits (medical/dental/vision, disability/life insurance, 25 days PTO, employer match on retirement contributions after 1 years, flexible schedule), and a welcoming office setting that strives to provide healthy opportunities for employees to be comfortable, and to treat each other as human beings. This position requires some evening and weekend work.

How To Apply

DC Greens is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, bilingual and bicultural individuals, people who have experienced poverty, women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

If interested, email a cover letter and resume to **hiring@dcgreens.org**. In your cover letter provide an answer in 250 words or less to the following prompt : What is your personal and professional lived experience with the communities we work with?

Please put "Community Engagement Manager" in the subject line and save your cover letter and resume as a single attachment labeled "LAST NAME, FIRST NAME_Application."

Applications will be accepted on the rolling basis with priority given to applicants that apply by March 20, 2020, 11:59 pm EST. Anticipated start date is April 6th.