



# Common Threads Community Engagement Coordinator

Common Threads connects kids to healthy food in the garden, in the kitchen, and at the table. We want kids to grow up making food choices that are good for their bodies, their communities, and the environment. Founded in 2006 and based in Bellingham, Washington, Common Threads is a grassroots, 501(c)(3) non-profit organization that promotes a “seed to table” approach to food production, good nutrition, and environmental stewardship. Most of our programs take place on public school grounds, during the school day. Additionally, Common Threads runs after-school gardening and cooking programs and spring/summer camps in our school gardens and at our urban farm site.

The Community Engagement Coordinator is a part time, hourly position; working closely with and reporting to the Executive Director.

## Responsibilities

- Communications (50%)
  - Lead organizational storytelling, marketing, and communications efforts (via blog, monthly newsletter, social media posts, annual report, and events)
  - Drive Marketing strategy and efforts for open-enrollment programs
- Development (50%)
  - Coordinate donor stewardship
  - Guide and support Board and Fundraising Committee development efforts
    - Review ongoing organizational fundraising efforts, with a particular focus on positive ROI
    - Research and develop fundraising and development opportunities
  - Develop and maintain sponsorship program with local businesses and corporations
  - Develop and execute fundraising campaigns and solicitation materials (annual appeal, etc.)
    - Support community engagement and donor cultivation events
    - Grow monthly sustainer program
  - Support grant applications and reporting

## Skills and Qualifications

- Bachelor's Degree or equivalent experience (Master's degree or certificate in related field highly valued)
- Significant professional experience in marketing, communications and fundraising
- Passion for connecting kids with healthy food
- Excellent written and spoken communication skills (to include fluency on social media platforms)
- Experience and comfort with contact relationship management systems (Neon CRM)
- Ability to work as part of a small, close knit team - able to delegate, coordinate, and collaborate as appropriate
- Creative, self-starting, candid, courageous, flexible, and able to have fun while getting things done
- Detail oriented, organized, punctual, reliable: able to prioritize multiple tasks and meet deadlines
- Legacy/sustainability oriented – strong documentation and record-keeping skills
- Access to reliable transportation

## Hours and Compensation

- \$16-20/hr (position is currently part-time, hourly - with potential to grow). 1 hour of sick leave accrued for every 40 hours worked.

## To Apply

- Send resume, cover letter, and two references to Laura Plaut, Executive Director, 516 E. North Street, Bellingham, WA 98225 or [info@commonthreadsfarm.org](mailto:info@commonthreadsfarm.org)
- Applications accepted until position is filled, projected start date on or around August 8, 2018

Recruiting and retaining a diverse workforce is a high priority at Common Threads. We do not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, gender identity and expression, political affiliation, marital status, age or any other basis prohibited by law.