



**Communications Assistant**  
**Position Hiring Immediately**  
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**Posted June 19, 2020**

Apply at [jobs@mocofoodcouncil.org](mailto:jobs@mocofoodcouncil.org)  
[www.mocofoodcouncil.org](http://www.mocofoodcouncil.org)

The Montgomery County Food Council (MCFC) improves the health and well-being of county residents, the environment, and the economy by serving as the central connector for nonprofit, government, business, and community partners to collaboratively build a robust, equitable, and sustainable food system. MCFC creates community education tools, processes to collect food system data, and collaborative stakeholder networks to increase knowledge about hunger, environmental sustainability, supporting local businesses, and food education in Montgomery County.

MCFC is currently seeking a self-motivated, skilled, and goal-oriented Communications Assistant who is passionate about communications and dedicated to enhancing our local food system. This is a part-time, temporary, work-at-home contract position starting immediately and ideally working through the end of December 2020 for 20-25 hours per week (hourly rate \$20/hour); a limited amount of weekend/evening hours are possible but schedule and hours may be flexible. This position will be an exclusively remote position until September 8, 2020, at which point in-person engagement will likely resume.

**Position Description:** The Communications Assistant will support the Food Council's day-to-day and COVID-19 response communications work. Roles and responsibilities include:

**Social Media**

- Manage the Food Council accounts on Facebook, Twitter, and Instagram, including the MoCo Made handles
  - Create and post content for Facebook, Twitter, and Instagram
  - Engage with and share partners' posts
  - Respond to comments and engagements, as needed
- Facilitate the sharing of information across multiple platforms about the Montgomery County food system and available food assistance programs and resources, with a focus on engaging non-English speaking and harder-to-reach populations
- Work with staff members to strategize new ways to share MCFC's mission with a broader audience and grow our social media following

**Website**

- Update website content using Wordpress, including the events calendar, Working Group meeting schedule, sliders, resource pages, etc.
- Generate website content and blogs posts, and perform other related tasks as assigned

## **Other**

- Track communications data, including website usage and social media engagement, on a monthly basis
- Create infographics, flyers, and other materials to communicate information about food security resources and community programs
- Create and distribute weekly Food Security COVID-19 update e-newsletters
- Provide administrative support to the Working Groups and the Food Council as needed

The ideal candidate will have the following skills/attributes:

- Required:
  - 1-2 years experience in:
    - Website content management systems, particularly Wordpress
    - Managing social media platforms, including Twitter, Facebook, and Instagram
    - Creating e-newsletters, particularly MailChimp
    - Google Drive and Google Analytics
    - Graphic design and photo editing skills (preferred)
  - Self-motivated, able to work independently, and organized
  - High level of accuracy and an attention to detail
  - Strong professional communication and writing skills
- Strongly Preferred:
  - Associate's or Bachelor's Degree
  - Multilingual communications skills
  - Community engagement experience in Montgomery County
  - Knowledge of food system issues
  - Proficiency in Microsoft Office Suite and Google Drive

The successful candidate will be expected to provide their own computer with Internet and printer, mobile telephone for communication, and transportation. Mileage and/or transportation costs for meetings and events incurred are eligible for reimbursement. Access to an automobile is recommended but not required.

To apply, please email a cover letter, resume, and writing sample (2 pages maximum) to [jobs@mocofoodcouncil.org](mailto:jobs@mocofoodcouncil.org) by July 5th with the subject line "Communications Assistant Application." Cover letters should include a summary of the candidate's community engagement experience in Montgomery County and experience engaging in food systems issues. No phone calls please.

The Food Council strives to have a team that reflects the diverse population of Montgomery County's communities and encourages and seeks applications from people of color and members of the gay, lesbian, bisexual, and transgender community. The Food Council is an equal opportunity, affirmative action employer, and is firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, disability or ethnic or national origin.

Learn more about the Montgomery County Food Council at: [www.mocofoodcouncil.org](http://www.mocofoodcouncil.org).