



**Food Systems Program Coordinator**  
**Position Hiring Immediately**  
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**Posted April 8, 2025**

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

MCFC is the primary convener of businesses, nonprofits, government agencies, and residents around food system issues in Montgomery County, Maryland, connecting 2,000+ partners in education, advocacy, and collaboration building initiatives. Our work cultivates a more resilient, sustainable, and equitable local food system by enhancing food access for the 100,000+ residents at risk for hunger, expanding food education for residents, supporting County farms and food/beverage businesses, and addressing the environmental impact of local food production, distribution, consumption and recycling.

#### Position Overview

We seek a self-motivated, skilled, experienced, and goal-oriented professional dedicated to advancing the Food Council's work across the food system. The Food Systems Program Coordinator will provide programmatic support for the implementation of the Food Council's initiatives in food assistance, food access, local food procurement, food waste prevention and reduction, and food economy. Specific work includes coordinating outreach and digital communications efforts to raise awareness about Montgomery County's food system and food assistance resources, managing the Food Council's online presence, and serving as the first point of contact for the organization. This role also strengthens community partnerships through outreach, engagement and event participation.

The MCFC staff is a small team of 7 that collaborates closely with 25 volunteer Council Members and 400+ active working group partners. MCFC strives to cultivate a collaborative, supportive, and transparent work environment where all employees and contractors have opportunities to develop and apply new skills, independently shape and implement initiatives, and build partnerships with broad and diverse community stakeholder groups.

Responsibilities include:

#### *Programmatic Support*

- Coordinate the planning and implementation of Food Council programs and events, including collaborating with Work Group co-chairs and staff to develop annual objectives and initiatives, create monthly meeting agendas, brainstorm and secure guest speakers, and facilitate on-site meetings/tours.
- Provide support for Food Council programs, initiatives and convenings, including zoom/in-person meeting location reservations and scheduling, minutes taking, listserv management, information and resource sharing, and volunteer engagement.
- Help track program data and outcomes, including managing surveys, collecting feedback, and reporting on results.

#### *Communications Support*

- Facilitate the sharing of information across multiple platforms about the Montgomery County food system and available food assistance programs and resources.
- Manage the organization's website, social media accounts, and email marketing platforms, ensuring content is up-to-date, accessible, and impactful.
- Ensure consistency in messaging and visual identity across all communications, including adherence to brand guidelines.
- Oversee the organization's primary email inbox, ensuring timely responses to inquiries, forwarding messages to the appropriate team members, and maintaining professional communication standards.
- Answer and direct incoming phone calls, provide general information about the organization, and serve as the first point of contact for external stakeholders.

### *Community Outreach*

- Support the Food Council's efforts to engage and mobilize community members in food system initiatives.
- Build relationships with volunteers, local community partners, key stakeholders and residents.
- Plan and assist in community outreach events, meetings, and other engagement activities related to the Food Council's program initiatives.
- Collect feedback from community members to help inform program improvements and strategies.
- Represent the Food Council at community events and serve as a liaison between the Food Council and the community.

### **Requirements:**

- Demonstrated interest in food systems issues and community engagement
- Bachelor's Degree or equivalent
- At least 2 years of relevant professional experience
- Ability to attend regular in-person events throughout Montgomery County
- Experience with communications tools such as MailChimp and Canva and social media platforms (including Facebook, Twitter, Instagram, and LinkedIn)
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines and multitask
- Strong analytical and problem-solving skills
- Proven ability to work in a remote work environment, including responsiveness to colleagues and external partners, consistent communication of progress on assigned projects, and the ability to take initiative and move work forward independently
- Cultural humility and ability to work effectively with a diverse community of stakeholders
- Proficiency in Google Workspace

**Salary and Benefits:** This position is remote with the expectation of attendance at regular in-person meetings and events. The successful candidate will be expected to provide their own computer with Internet and printer, mobile telephone for communication, and reliable transportation. Mileage and/or transportation costs for meetings and events incurred are eligible for reimbursement. Benefits include generous paid time off, matching SIMPLE IRA, reimbursement of eligible healthcare expenses through an employer-funded Healthcare Reimbursement Account, a technology stipend, and paid medical leave.

Salary will be based on experience. The starting salary range for a Coordinator-level position is \$52,000 annually.

**Application Process:** To apply, please email a cover letter and resume to [jobs@mocofoodcouncil.org](mailto:jobs@mocofoodcouncil.org) with the subject line “Food Systems Program Coordinator.” Cover letters should include a summary of the candidate’s relevant experience and personal and professional connections with our local community. **The first review of applications will take place on April 18, 2025** but submissions will be accepted and reviewed on a rolling basis until the position is filled. No phone calls please.

The Food Council is an equal opportunity employer, and is firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, gender identity, disability or ethnic or national origin.

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