



**FEEST JOB OPPORTUNITY:
Communications and Development Associate
Priority Deadline: January 26, 2018 @ 12pm**

FEEST (Food Empowerment Education & Sustainability Team) organizes low income high school youth and youth of color in Southwest Seattle to become leaders for food justice and health equity. Our unique model is rooted in the value that systemic change must occur hand-in-hand with culture shift work, and that young people most impacted by institutional oppression must be at the center of creating schools and neighborhoods that are healthy, thriving spaces for all. Our goal is to create a food justice movement that is grounded in racial justice, radical joy, and youth power.

Through our weekly, youth-led improvisational dinners we fundamentally change young people's relationship to food and promote creative risk-taking and connection through community building. FEEST hosts 54 dinners annually where we gather youth to cook an entire dinner from scratch using fresh fruits, vegetables, and halal meat from local markets.

Dinners serve as a pipeline to recruit and develop emerging youth food justice leaders. Youth leaders receive over 400 hours of mentorship, leadership training, health education, and organizing skills. Throughout the school year FEEST youth lead the community dinners and organize their peers and families in health justice campaigns. Successes from these campaigns have included an expanded school salad bar, new, culturally-relevant school lunch items, and new water bottle filling stations.

What we are looking for:

We are looking for a new team member who is a communications and data enthusiast to help FEEST tell our story, support fundraising events, and manage our fundraising and youth data. This person should be creative, detail-oriented, and excited about helping build out internal systems for our growing organization.

Required Experience

- Minimum 2 years of experience (paid or volunteer) writing for nonprofits and/or social justice organizing campaigns. This could include newsletters, fundraising appeals, press releases, social media and website content, and/or reports
- Experience with event planning and management
- Experience and/or interest in deepening development skills and knowledge including tracking donations, donor cultivation, and fundraising appeals
- Experience in or a demonstrated commitment to working with the technology that supports our database (Little Green Light), website (WordPress, DiviBuilder), emailing (MailChimp), events (Greater Giving), and social media (Facebook, Instagram) platforms
- A demonstrated commitment to supporting the leadership and voice of young people of color, youth from immigrant families, and youth from low income backgrounds; and a willingness to take leadership from young people themselves on communications strategies



- A demonstrated knowledge of and commitment to apply racial, gender and economic justice lenses to communications language and strategy.
- Experience working with racially and economically diverse individuals and communities, including working class, immigrant/refugees, communities of color, and LGBTQ populations.

Desired Qualifications

- Experience developing and leading a communication strategy for nonprofits and/or organizing campaigns
- Experience recruiting and coordinating interns and/or volunteers
- Experience working at a growing organization
- Experience developing a narrative strategy to compliment an organizing campaign for building power
- Skilled with social media as a tool for organizing
- Experience working and sharing power with youth
- Experience and/or knowledge of the food justice or health equity movements
- Familiarity with the White Center and Delridge neighborhoods

Primary Job Responsibilities

The Communications and Development Associate will be joining FEEST at an exciting moment of strategic growth. This new team member will support FEEST in strengthening our internal structures and sharpening our external storytelling. While a lot of our work is a collaborative effort, there are distinct job responsibilities we want the Communications and Development Associate to fill. They include and are not limited to:

- (40%) Lead the development and management of FEEST's communications strategy. This includes, developing all FEEST communications content for newsletters, social media updates, fundraising appeals, printed materials, event invites, and annual reports.
- (30%) Support Development and Operations Director in the coordination and implementation of spring and fall fundraising activities, including managing the event software.
- (10%) Support the tracking and reporting of individual donor and youth evaluation data in our database. For donors will include: cultivation activities, meeting reports, event attendance, and donations, and for youth this will include: youth attendance, evaluation, and campaign surveys.
- (10%) Coordinate with the program staff organizers and youth leaders to develop strategic storytelling and narratives to strengthen campaigns.
- (5%) Support overall office management and organization.
- (5%) Coordinate volunteers for office work and events.



Additional Information

Applications will be accepted on a rolling basis and the position is open until filled. Priority will be given to applications received by Friday, January 26th at 12pm. Ideal start date is mid to late February 2018. First round interviews will happen on a rolling basis and finalists will be invited for an in-person interview the week of Jan 29th. We are flexible on this new team member working between 32 - 40 hours per week depending on your skills and interest . If you have other creative ideas on how to meet the needs that are listed above, we are open to proposals, please describe in your cover letter.

- Salary range for 40 hours per week: \$46 - 50k annually (*If working less than 40hrs per week, we will adjust salary accordingly*)
- We provide full medical benefits, generous paid time off and access to professional development each year.

Please submit cover letter, resume and three references to:

Email: jobs@feestseattle.org

Subject: Comm & Devo Associate (FULL NAME)

FEEST is an Equal Opportunity Employer. People of color, queer, gay, lesbian and/or bisexual people, transgender, genderqueer and/or non-binary folks are encouraged to apply. Work is performed in an office environment. Some heavy lifting and physical labor is required during special events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

FEEST's mission is to set the table for young people to transform the health and equity of their communities by gathering around food and working toward systemic change.