



**Farm Action**



**Farm Action Fund**

## **Communications Coordinator**

### **About Us**

[Farm Action](#) and [Farm Action Fund](#) develop and advance bold solutions to stop corporate monopolies, hold government accountable, and build fair competition in rural America. We envision a fair, sustainable, and healthy food system that empowers farmers, ranchers, and rural communities to feed their neighbors.

Farm Action is a tax-deductible charitable 501(c)(3) organization that formed as an affiliate organization of Farm Action Fund, a political nonprofit 501(c)(4) organization. Together, our two organizations represent a seamless chain of action from research and policy development, to the adoption of the policy through legislative action by elected officials who support our vision.

### **The Position**

Reporting to the Senior Communications Manager and in collaboration with the team, the Communications Coordinator will support the communications department in executing and monitoring communications strategies. The ideal candidate is a strong writer and detail-oriented team player who's motivated to learn and grow.

The Communications Coordinator works for both Farm Action and Farm Action Fund. While motivated by the same core values for a just food system, Farm Action and Farm Action Fund operate independently of one another and each organization has its own board of directors.

### **Responsibilities**

- Assist the communications team in conceptualizing, writing, editing, and distributing email action alerts, newsletters, blogs, press releases, creative narratives, social media copy, copy for graphics, and more, maintaining brand voice across all platforms
- Assist with the management of the organizations' social media channels
- Copy edit and proofread content
- Provide support to policy staff toward the production of educational and advocacy materials that clearly communicate the organizations' positions and expertise
- Collaborate with the entire team to coordinate, execute, and promote virtual meetings, presentations, webinars, and other gatherings that raise awareness of the organizations' issues, work, and brand
- With support from the team, coordinate organizations' volunteer program: Maintain and engage with the Facebook group, coordinate bimonthly Zoom meetings, and develop and distribute email communications

- Respond to inquiries and feedback received through organizations' general informational email accounts
- Provide editing and research support for grant writing and reporting
- Other related assignments as necessary

### **Qualifications**

- Knowledge of food and agriculture policy subject matter
- Strong attention to detail
- Exceptional writing skills
- Time management and organizational skills and ability to meet deadlines
- Ability to work both independently and as part of a team
- A high level of creativity and the ability to think analytically
- Familiar with Google Suite, Wordpress, and graphic design tools, and capable of creating visually compelling content
- Skilled in utilizing Facebook and Twitter/X
- Experience with email marketing software such as EveryAction or a similar program is a plus
- Proficient public speaking abilities are a plus
- Ability to travel occasionally

### **Compensation, Hours, and Location**

This is a full-time remotely-based position. Compensation is \$56,000 annually. A monthly \$350 healthcare stipend is also provided. Benefits include a four day work week; five days of leave with pay during the first year, then 10 days per year in subsequent years; five sick days per year; and nine days off for recognized holidays.

### **Application Instructions**

Please submit a cover letter, resume, and writing sample to [info@farmaction.us](mailto:info@farmaction.us) with the subject line "Communications Coordinator." Email materials in Word or PDF format only. All communications will be treated confidentially. Resume review begins immediately. Please, no follow-up inquiries.

### **Additional Organizational Information**

Farm Action and Farm Action Fund are committed to advancing diversity, equity, and inclusion, both in our work and in our workplace. We believe that celebrating and actively welcoming a diversity of voices and perspectives is essential to solving the pressing issues of today, and we encourage applications from candidates whose identities have been historically underrepresented in the farm and food movement. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, gender, gender

identity or expression, marital status, sexual orientation, national origin, citizenship, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.