



1616 Lewis Street • PO Box 943 • Helena, Montana 59624 • [www.helenafoodshare.org](http://www.helenafoodshare.org) • 406.443.3663

## Helena Food Share Seeks a Full-Time Communications Coordinator

**Our Mission:** Helena Food Share serves our neighbors in need by providing food in a respectful and dignified way and by working with others to eliminate hunger in the greater Helena area.

**Our Vision:** Creating a hunger-free community

**About Helena Food Share:** Helena Food Share, founded in 1987, is a tax-exempt, nonprofit organization governed by a volunteer board of directors. Staff members carry out the necessary operations of the organization. Generous donors and hundreds of volunteers support Helena Food Share in carrying out its mission. Each month, we respectfully assist over 1,500 households, providing food with the Grocery Share program at three pantry locations. We also serve targeted populations – children, with our Kid Packs program, and low-income seniors with Senior Commodities and Senior Farmers Market Nutrition Program coupons. More information about Helena Food Share and the services we provide are available at [helenafoodshare.org](http://helenafoodshare.org).

**Position Overview:** The Communications Coordinator is a member of the Helena Food Share development team, responsible for preparing and delivering a communications program that portrays Helena Food Share accurately and authentically to the community. This includes raising awareness about services offered, and helping donors identify Helena Food Share as a charity of choice for their philanthropy.

- **Communications and Marketing:** The Communications Coordinator assists in the creation of and implements an annual communications plan across multiple platforms (press, broadcast media, social media, advertising, Op-Eds, LTEs), ensuring consistent and compelling messaging to the community. They are responsible for creating content for all media, including print, video, radio, online and social media, and for facilitating media appearances by lead staff. The Communications Coordinator will work with program staff in order to express Helena Food Share's mission in action through compassionate and compelling stories.
- **Donor Communications:** The Communications Coordinator writes and assists in the production of newsletters and other donor communications, including newsletters, appeals, remit envelopes, email appeals, digital ads and other pieces directed toward soliciting donations.
- **Digital Marketing and Management:** The Communications Coordinator creates fresh online content and actively manages the Helena Food Share website. They are responsible for coordinating social media content and scheduling posts related to Helena Food Share announcements, activities, fundraising events and campaigns.
- **Internal Communications:** The Communication Coordinator helps to research and implement internal communications platforms and strategies for use by Helena Food Share staff and Board.

**Reports to:** Development Manager

**Hours:** 40 hours per week, Monday-Friday. Evening and weekend work is sometimes required. Flexible scheduling and some overtime may be necessary.

**Salary Range:** Negotiable (depending on experience)

**Benefits:** Paid holidays, vacation leave, sick leave, Simple IRA retirement program, and an employer-sponsored health insurance plan.

**Minimum Education and Experience Requirements:**

The knowledge, skills and abilities needed for this position are typically acquired through a combination of education and experience equivalent to a Bachelor's degree and prior applicable experience. The successful candidate will have demonstrated experience in public relations, marketing, fundraising or communications. Other combinations of education and related experience will be evaluated on an individual basis. The successful candidate must be able to make a strong commitment to the mission and values of Helena Food Share.

The Communications Coordinator must have excellent writing and editing skills. They will be strategic, creative, and capable of completing detailed projects in a timely and accurate manner. A solid working knowledge of tools and techniques that are common to effective social media campaigns is a must. They should be proficient with Microsoft Office applications, WordPress, and all social media applications. They will have the ability to organize, prioritize and self-direct work in order to meet deadlines and fulfill commitments. Finally, the Communications Coordinator must be a team member who is willing to pitch in when needed to get the job done, including filling shifts in the pantry and to meet other program needs.

**Application Instructions:**

Submit a cover letter, resume, a one-page critique of Helena Food Share's website, and three professional references to [hiring@helenafoodshare.org](mailto: hiring@helenafoodshare.org).

This position is open until filled. Initial review of applications will begin November 11, 2019. Please direct questions to the Development Director, Liz Harrison, at [liz@helenafoodshare.org](mailto: liz@helenafoodshare.org) *No calls, please.*

*Updated October, 2019*