



## Communications Manager

The Food Trust, founded in 1992, is a non-profit organization working to ensure that everyone has access to affordable, nutritious food. The Trust works to educate the public about good nutrition and to increase the availability of fresh food in neighborhoods throughout the region and the state. The Trust works with school districts, supermarket operators, corner store owners, public and private partners, and farmers to make fresh food and nutrition education available to everyone. More information about The Food Trust is available at [www.TheFoodTrust.org](http://www.TheFoodTrust.org)

The Food Trust is seeking an energetic and committed individual for a full-time position in the organization's communications department. The Food Trust's communications department is responsible for raising public awareness about the organization's work and mission.

The successful candidate will have superior writing and public speaking skills, an ability to work collaboratively, a high-energy level, a sense of humor, and commitment to The Food Trust's mission.

### Responsibilities include:

#### Media Relations

- Develop and maintain contacts and relationships with reporters and others in the media who are interested in areas related to The Food Trust's work.
- Create communications outreach strategies
- Issue press releases about Food Trust events and achievements
- Pitch targeted stories to press contacts
- Maintain clippings and tracking of Food Trust media hits
- Maintain agency wide information packages
- Research and maintain relevant fact sheets on issues such as childhood obesity, school wellness policies, and food access
- Respond to media inquiries

#### Public Relations/Marketing/General Communications

- Assist farmers' market and development staff with events at farmers' markets
- Produce the bi-annual Food Trust newsletter
- Assist with writing and circulating The Food Trust's farmers' market newsletter, Fresh Times, which is distributed weekly during the farmers' market season and monthly during the rest of the year.
- Support food Trust program staff in producing reports and other printed materials
- Support senior staff and development staff in developing consistent and clear messages for public speaking opportunities.
- When appropriate, provide speech writing assistance for senior staff for high impact presentations
- Supervise the work of the communications associate

**Website Maintenance**

- Work with program staff to develop new content for TheFoodTrust.org, including new pages, when appropriate.
- Supervise text edits

**Qualifications:** Bachelor's Degree and 2-4 years of relevant experience. Course work in communications or journalism is a plus. Strong oral, written and communication skills are essential. The ideal candidate will have the following characteristics: a style that promotes collaboration and communication, a high energy level, public speaking skills, a sense of humor, an open mind, and a commitment to The Food Trust's mission.

**Salary:** Competitive, based on education and experience.

**Job Open Date:** Immediately

**To apply:** E-mail your résumé and cover letter to [contact@thefoodtrust.org](mailto:contact@thefoodtrust.org) or fax to 215-575-0466. Please reference "Communications Manager" in the subject line. Please do not call.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.*