



Community Engagement Manager

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance food justice and health equity in the nation's capital, is currently seeking a **Community Engagement Manager**.

The Community Engagement Manager will be responsible for supporting and training a team of Food Champions. The Food Champions are part-time staff members who implement strategic outreach for D.C. food programs, lead events related to the food system in their neighborhoods, and connect DC residents to farmers' markets. The Community Engagement Manager will be responsible for the coordination of community engagement to inform the future of the District's farmers market incentive funds and to create channels that build on community input to move towards community ownership of [food access programs](#). In 2021, this position is expected to collaborate with the Produce Plus Manager and the Food Champions in creating and coordinating a community planning process to gather input for future District investments in food access, specifically farmers' market incentive funds. The Community Engagement Manager will supervise the Food Champions and Community Engagement Assistant and report to the Deputy Director.

The ideal candidate must have experience in developing and implementing community engagement strategies, managing and supporting the development of a team, is open to working on-site at farmers' markets, and well-versed in collaboration.

Essential Functions

Community Engagement/External Relations

- Lead and supervise a team of Food Champions
- Plan and execute monthly professional development meetings and supervise weekly team calls
- Conduct performance evaluations of Food Champions and hone processes for implementation
- Contribute to meetings with funders and building funder relationships
- Partner with Food Champions and Produce Plus Manager to ensure Food Champions' visions and goals are well-integrated into community planning process for farmers' market incentive funds
- Support Food Champions' leadership development
- Manage relevant grant budget(s) and reporting to funders
- Take lead on maintaining relationships with stakeholders and community partners
- Provide consultation on community engagement practices to outside organizations via webinars, contracts and sharing template materials

Produce Plus Program/Food Access/Farmers Markets

- Contribute to regular meetings and planning sessions to guide the future of the Produce Plus 2021 season
- Collaborate with contractors and Produce Plus Manager to lead customer outreach (design and coordinate distribution of materials), community meetings, and create opportunities for customers to provide feedback
- Partner with Produce Plus Manager and Communications to develop and implement a communications strategy for the community planning process
- Work with Communications to develop a communications strategy for 2021 farmers market incentive programs
- Implement communications strategies related to farmers market incentive programs including emails, sms messages, social media, flyers, posters, etc.
- Develop and maintain relationships with key service providers and community institutions (such as schools, clinics, senior centers, pantries, and places of worship) to expand the reach of Food Champions program and inform them of updates and developments

General

- Responsible for ensuring all programmatic and managerial activities minimize the impact of implicit bias, inequitable practices and structural inequities
- Contribute to team, staff and organizational development
- Work collaboratively with other staff members to achieve position and organizational goals
- Contribute to the development of an external consulting process for DC Greens

Qualifications

- A minimum of 2 years experience in outreach or community organizing
- A minimum of 5 years experience training and managing volunteers or staff
- Excellent interpersonal communication, facilitation, and public speaking skills
- Resolute and proven commitment to the practice of racial equity
- Knowledge of federal and local food programs and policies
- Familiarity with ideals of social justice
- Strong familiarity with D.C. communities in Wards 1, 5, 7, and 8 required
- High level of proficiency in Microsoft Office Suite and Google Suite
- Driver's license or ability to obtain one in order to circulate materials and meet with team

Preferred

- Proficient design (e.g., Adobe InDesign, Canva) and photography skills to create program communication materials
- Professional proficiency in Spanish, Mandarin, or Cantonese

Salary & Benefits

This is a full-time (40 hours/week) position. The salary range for this position is \$72,300 - \$80,700 per year commensurate with experience. There is a generous benefits package (medical/dental/vision, disability/life insurance, 25 days PTO, employer match on retirement contributions after 1 year, flexible schedule). DC Greens does have a telework policy that allows employees to work remotely. Due to the current pandemic all employees are currently working remotely, but being physically present in the work space will be a requirement in the future. This position requires some evening and weekend work.

How To Apply

If interested, email a cover letter and resume to hire@dcgreens.org. In your cover letter provide an answer in 250 words or less to the following prompt: What is your personal and professional lived experience with the communities we work with?

Please put "Community Engagement Manager" in the subject line and save your cover letter and resume as a single attachment labeled "LAST NAME, FIRST NAME_Application."

Applications will be accepted on the rolling basis with priority given to applicants that apply by November 1, 2020, 11:59 pm EST. Anticipated start date is November 16, 2020.

*DC Greens is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, bilingual and bicultural individuals, people who have experienced poverty, women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.*