



**Ballard
Food Bank**

New Job Posting: Community Engagement Specialist

Date: May 6, 2024
Job Title: Community Engagement Specialist
Classification: Regular, full-time, exempt
Salary: \$68,000-\$71,000
Application Deadline: Open until filled.

Ballard Food Bank's mission is to bring food and hope to our neighbors because there can be enough for everyone. To achieve our mission, we provide access to nutritious foods through our grocery model food bank and Community Resource Hub, which encompasses financial resources, referral, and mail services that support self-sufficiency. We also advocate for food equity and justice. Our new home, which opened in October 2021, serves as a Hub for Hope as it brings together food, services, and community partners in a one-stop shop. The Ballard Food Bank actively strives to be an anti-racist organization and promotes the values of diversity, equity, and inclusion in its work.

Position Summary:

Ballard Food Bank is seeking a Community Engagement Specialist who is passionate about our mission and excited to strengthen our relationships with businesses and our neighbors. The team member we're looking for loves meeting a diverse range of people and building meaningful connections. They will be collaborative and organized with great attention to detail and enjoy representing Ballard Food Bank in public spaces as well as through email and phone calls.

This position helps energize our community of supporters! This dynamic role is at the intersection of volunteerism, corporate giving, and event planning. The role sits within the Development and Communications team and reports to the Sr. Communications Manager, while working closely with the Volunteer Manager and others across the organization. The role is based primarily on-site at Ballard Food Bank, typically M-F with some flexibility and hybrid scheduling opportunities. Some evening and weekend hours will be required for events. This is a new position, and responsibilities may change and grow over time.

Responsibilities:

- Manage logistics for events, including BFB fundraising events and 3rd party events.
- Represent Ballard Food Bank in the community by speaking, tabling, and networking at various events.
- Manage corporate and group relationships; work with Volunteer Manager to schedule and manage group volunteering events.
- Connect with volunteers interested in development events and outreach to build relationships, training, and capacity.
- Establish and document processes for handling requests from community organizations around Ballard Food Bank speakers and information.



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- Driving to and from events may be required.

Skills/Qualifications:

- At least two years of experience managing events/logistics.
- Experience managing volunteers.
- Comfortable speaking to groups.
- Outgoing, strong communicator.
- Excellent written and verbal communicator.
- Strong time-management skills and the ability to multi-task and prioritize across multiple projects.
- Flexible, highly responsible team player; adaptable and enjoys a challenge.
- A high degree of discretion and demonstrated ability to handle confidential information.
- Collaborative style with internal and external stakeholders.
- Lived experience and/or extensive knowledge of historically underrepresented groups.
- Highly reliable, with initiative, flexibility, and positive attitude.
- A passion for our mission and a high level of commitment, motivation, and dedication.
- An understanding of food justice and framework understanding on issues related to poverty and hunger.
- Commitment to racial equity and social justice.
- Valid driver's license to transport event supplies.

Physical demands and work environment:

Ballard Food Bank strongly encourages vaccination against COVID-19 to keep our community safe.

While performing the duties of this job you will:

- Be required to be onsite at Ballard Food Bank several days per week but may work remotely for part of the work week.
- Engage in regular communication with internal and external individuals and groups—written and verbally, sometimes in person and sometimes virtually.
- Routinely sit/stand at a laptop/computer.
- Transport event supplies and materials and occasionally food donations. This may require lifting up to 50 pounds.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary & Benefits:

The starting salary range for this position is \$68,000-\$71,000. Ballard Food Bank provides a comprehensive benefits package including but not restricted to: Medical, dental and vision



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benefits; employer-matched Simple IRA; paid vacation, wellness time, Flexible Spending Account, and holidays.

How to apply:

Please email your resume and cover letter in one pdf document to careers@ballardfoodbank.org with Community Engagement Specialist in the subject line. The position is open and posted until filled. Please address the following questions within your cover letter.

- 1) Explain how your skills and/or experience relate to this job and will make you successful.
- 2) Below are Ballard Food Bank's core values. **Please share which of these values resonates with you the most and why.**
 - Access to food is a human right, as is access to housing, education, and healthcare. Lack of access to these fundamental rights is a direct result of systemic racism and other systemic injustices that lead to poverty.
 - Every individual is worthy of respect, and we value each person's dignity, worth, and lived experience.
 - We commit to centering relationships and meeting people where they are in the moment.
 - We strive to create a welcoming, intentionally inclusive environment.
 - We seek to include perspectives, input, and guidance from the people we serve.
 - Healthy, culturally appropriate food is critical to our community's wellbeing.
 - We are stewards of the land. We aim to minimize our environmental footprint, promote sustainability, and support local farmers and communities to grow their own food.

Equal Opportunity Employment:

Ballard Food Bank is an equal opportunity employer. We seek to cultivate a staff team that reflects the rich diversity of our community. We value a team that is vibrant, inclusive and offers a place of belonging. Applicants representing the diversity of our communities are encouraged to apply. People of color, people with disabilities, people with lived experience, and people of diverse sexual orientations, gender expressions and identities are encouraged to apply.