

## **Community Outreach Coordinator Job Description**

SoLA Food Co-op, is seeking a Community Outreach Coordinator. This part-time position requires excellent organizing skills, computer skills; strong attention to detail and project management timelines. The SoLA volunteer board is a collegial, collaborative, energetic team, and this position is integral to the organization's growth and expansion.

### **About SoLA Food Co-op**

[SoLA Food Co-op](#) aims to be South L.A.'s first community-owned grocery store in more than 50 years. We are in the start up stage of opening the store and currently operated by a volunteer Board of Directors.

Our mission is the following:

**Provide** South Los Angeles and neighboring communities with access to fresh, economical, organic, and healthy foods.

**Empower** the community through shared ownership, improved health, education, and social engagement.

**Practice** sustainability, fair trade, fair labor, and supporting local agriculture.

To continue to serve the community before store opening we are seeking support through the hiring of a Community Outreach Coordinator.

### **Position Description**

The Community Outreach Coordinator will work closely with the SoLA Food Co-op Board of Directors, with a focus on the development and implementation of food distribution strategies to support South L.A. communities access to healthy food options.

The position will lead the organization in meeting key goals and objectives, overseeing community engagement opportunities, increasing the Co-op's presence at local events, managing strategic partnerships, facilitating food distributions and, engaging key stakeholders.

The Community Outreach Coordinator duties include:

#### *Community Engagement*

- Outreach and engage community members in SoLA Food Co-op events and activities
- Engage with diverse stakeholders that align with healthy food access,
- Partner with organizations to discuss and/or provide healthy food access.
- Knowledge and awareness of South L.A. events that would benefit from a SoLa Food Co-op presence

#### *Food Distribution and/or Demonstrations*

- Familiarity with the planning and execution of regular food distribution efforts
- Knowledge or desire to support health food demonstrations to the public

### *Desired Qualifications*

- Knowledge of South L.A. food landscape
- Bilingual (English and Spanish) preferred but not required (verbal and written)

### Qualification/Skills

- Project management ( strong planning, organizational, and management skills.
- Complete work in a timely manner with minimal oversight
- Collaboration with community partners, ability to work with diverse stakeholders
- Strong communication both verbally and in written form, including providing reports to the Board on activities and progress (either written or verbally)
- Coordinate community engagement effort ( i.e. Farmers Markets, community events, food demos, food distribution)
- Extensive knowledge of South L.A. and key organizations
- Knowledge of food access strategies
- Detail-oriented. Ability to produce high quality work with attention to detail.

### **DETAILS**

Reports to: Board of Director

Part-time, independent contractor

Salary Range: \$2000 per month

Work from home. Computer Provided

Requires some weekend and evening hours.

Must have reliable transportation

This position is grant-funded for 1 year.

To apply: Send resume and cover letter to [info@solafoodcoop.com](mailto:info@solafoodcoop.com). In the subject line put Outreach Coordinator Position