



## **Hillsboro Food Co-op is seeking a part-time Outreach & Volunteer Coordinator**

### **About Hillsboro Food Co-op**

Our mission is to provide healthy, high-quality, food to Hillsboro and its surrounding area while also serving as a community gathering place. We emphasize products from local, sustainable, and socially responsible sources, and we work to build connections between our customers and their farmers and other local suppliers.

### **Primary Responsibilities**

The Outreach & Volunteer Coordinator will be responsible for coordinating the planning and execution of the Co-op community outreach programs and to increase the momentum needed to make measurable progress toward the store opening. The Coordinator will work with the Board and the other volunteers/committees to maintain steady growth in ownership, recruit and engage volunteers, ensure that owners and non-owners are provided regular updates about the co-op activities, and provide at least monthly updates to the Board.

Initially a part-time position at 10-15 hours per week, the Outreach & Volunteer Coordinator must make use of the time and skills available from Board members, member-owners and volunteers to complete project activities on a timely basis. The Coordinator's schedule must be flexible including some daytime/evening/weekend availability. The approximate start date is within two weeks after the offer.

The Outreach & Volunteer Coordinator reports to the Board, who will appoint a single point of contact.

### **Responsibilities:**

1. Collaborate with the Outreach Team to develop an innovative, strategic, and goal-oriented plan for owner recruitment using a variety of approaches including events, presentations to organizations and civic groups, tabling, social media campaigns, etc.
2. Coordinate and manage the planning and execution of outreach programs.
3. Maintain and evolve the HFC volunteer program through recruitment, appreciation activities, and connecting volunteers with projects that match their skills and interests.

4. Engage with the Board and teams to actively drive HFC's member-owner recruitment campaigns.

As we grow, there may be opportunities for expanded responsibilities as the needs of the Co-op change.

**Skills, abilities, and preferred experience:**

- Excellent communication and interpersonal skills and ability to engage and build relationships with different types of people.
- Ability to be a spokesperson for the organization:
  - Demonstrated dynamic written and oral communication skills that will respectfully engage diverse audiences in the mission of the coop
  - Basic knowledge and understanding of the cooperative model of business
  - Marketing skills, including social media- Facebook, tweeter, LinkedIn, Instagram, etc.
- Experience with project coordination, volunteer engagement/coordination, outreach, community organizing, fundraising
- Strong organizational and planning skills with attention to detail and ability to work within deadlines.
- Experience as a community organizer or with management of community organizations or advocacy groups.
- Passion for local food, local farmer cooperation, food accessibility, healthy eating, education, community-building, and a cooperative, community-based approach to doing business.
- Proficiency with Google Docs, Sheets, Forms, Slack, Trello, MailChimp, Facebook Administration
- Current involvement in Hillsboro and environs' local community
- Bachelor's degree in marketing, communication or a related field preferred

**Duration and Compensation:**

This is a 6 month position, with a 30 day probationary period, and an opportunity to renew for another 3 to 6 month period at the discretion of the Board.

A volunteer would be optimal as we are a start-up. Otherwise, \$14 to \$18/hr to start (commensurate on experience) with potential for incremental increases based on performance following each 90-day period.

To apply, please submit a resume and cover letter to [info@hillsborofood.coop](mailto:info@hillsborofood.coop). Accepting applications until the position is filled.