

**COMMUNICATIONS & ENGAGEMENT COORDINATOR
LOS ANGELES FOOD POLICY COUNCIL**



**Los Angeles Food
Policy Council**

POSITION SUMMARY

Position: Communications & Engagement Coordinator

Hours: Part time, 10 - 15 hrs/wk

Location: Los Angeles, CA (hybrid remote)

Hourly Rate: \$23 - \$30/hr non-exempt

Desired Start Date: August 1, 2026

We are accepting applications on a continuous basis until the position is filled

ORGANIZATIONAL DESCRIPTION

The Los Angeles Food Policy Council (LAFPC) is a collective impact initiative, working to make Southern California a Good Food region for everyone, where food is healthy, affordable, fair and sustainable. Through policy creation, cooperative relationships and innovative projects, our goals are to reduce hunger, improve public health, increase equity in our communities, create good jobs, stimulate local economic activity, and foster environmental stewardship.

To help achieve these goals, we are seeking an experienced, motivated individual to join our team as the COMMUNICATIONS & ENGAGEMENT COORDINATOR.

PROGRAMS SUMMARY

COMMUNICATIONS & ENGAGEMENT COORDINATOR will support our communications strategies by leading content development for our social media channels, will assist in marketing events and workshops, and will support programs with community and partner engagement. The role will contribute to elevating the public profile of Los Angeles Food Policy Council through organization-wide digital communication efforts, conduct administrative/coordination efforts between team members and participants. The ideal candidate is a self-starter, detail-oriented, organized, quick learner, enthusiastic about social and environmental causes, and an accountable team collaborator. Communications & Engagement Coordinator is a creative and detailed-oriented team player.

The Communications & Engagement Coordinator will play a **key role in supporting** the Senior Communications & Engagement Strategist in the **promotion, scheduling, operations, logistics, and administrative clerical work** for some of the key activities depending hours allotted and priorities for the week listed below:

- **In-person and Virtual Events:** Year-round in-person and virtual events coordinated by the communications team or supporting roles for other programs hosted by the team.
- **Data Collection:** Collect post event survey data and social media platform analytics to create informed decisions on future events and content creation strategy.

- **Storytelling Content:** Create ongoing content with community members in our network that offer compelling stories that connect with our audience and create high engagement.
- **Volunteer Strategy:** Assist team in coordinating volunteer databases and with contact information and opportunities of interest.
- **Finance Tracking:** Assist with tracking communications expenses and event budgets.

ESSENTIAL FUNCTIONS

Communications and Social Media (45%)

- Collaborate in the creation and implementation of comprehensive communication strategies to amplify our mission and achievements.
- Ensure we're unifying our messaging and branding across various platforms, ensuring coherence and impact.
- Work closely with directors in creating compelling content for a range of channels, including blog posts, newsletters, and social media, to engage our audience effectively.
- Support graphic design projects, assist with designing materials for both digital and print media.
- Ensure the digital persona of LAFPC is consistently engaging and aligned with our values, managing our online presence adeptly.
- Assist with ensuring the organization's website, ensuring content is fresh, relevant, and accurately reflects our mission and achievements. This includes overseeing website redesign projects to enhance user experience and brand alignment.
- Spearhead content development for all social media channels, highlighting program achievements and organizational milestones in collaboration with program directors and staff.
- Work directly with the Senior Communications & Engagement Strategist to ensure consistent and strategic communication across all channels.

Community Engagement & Event Strategy (20%)

- Support the implementation of community engagement strategies for the updated communications strategic plan.
- Assist with the coordination of events promotion.
- When asked, assist with post-event evaluations to enhance future initiatives.

Special Projects (35%)

- Support staff in data collection efforts, in coordinating volunteer participation in projects, engaging with local healthy food business owners and farmers as part of our programs, and maintaining lists of press partners.
- Assist staff in gathering participant stories and coordinating the collection of information, aiming to maximize program effectiveness and impact.

SUPERVISION:

Reports to the Senior Communications & Engagement Strategist. May work closely with communications interns and support staff on specific tasks.

MINIMUM REQUIREMENTS/QUALIFICATIONS

The Communications & Engagement Coordinator is pivotal in supporting and executing the non-profit's communications strategy, managing digital media efforts, and contributing to public relations and community engagement initiatives. This role supports the organization's efforts in maintaining effective communication systems and strategies, vital for its sustainability and impact. Additionally, a demonstrated commitment to social and racial equity is paramount for this role. Suitable candidates will demonstrate:

- Proficiency in non-profit communications strategies, digital media management, and public relations.
- A strong background in community engagement and the ability to foster partnerships.
- Knowledge of food justice issues and experience in engaging with underserved communities.
- Entrepreneurial spirit, excellent organizational skills, and adeptness at creative and collaborative problem-solving.
- Excellent communication skills, with a talent for producing compelling and impactful content.
- A commitment to social and racial equity, with an understanding of its importance in communications and engagement work.

The ideal candidate is someone who is not just capable of taking direction but is also proactive in contributing ideas and strategies to amplify the organization's mission. While leadership qualities are valued, the emphasis for this coordinator role is on teamwork, adaptability, and the ability to support projects and initiatives across the organization effectively.

Educational Background:

- Bachelor's degree in Communications, Journalism, Public Relations, Marketing, or a related field.

Professional Experience:

- At least 1-2 years of professional experience in communications, media relations, or a similar role, preferably within a non-profit or community-based organization.
- At least 1-2 years of proven track record of content creation and overseeing a variety of communication platforms (social media, website, newsletters, press releases, etc.).
- Exceptional written and verbal communication skills.
- At least 1 year with website management experiences.
- Ability to develop and deliver clear, concise, and compelling messages for diverse audiences.
- Strong organizational skills with the ability to manage multiple projects simultaneously and meet deadlines.
- At least 1-2 years of experience in planning and executing successful communication

- campaigns and events.
- Ability to work collaboratively in a team environment and lead project teams as required.
- Experience in working closely with senior management and cross-functional teams.

DESIRED SKILLS

- A strong passion for and commitment to food justice, social equity, and community engagement.
- Understanding of the issues and challenges faced by underserved communities in relation to food access and sustainability.
- Ability to analyze and present data effectively for storytelling and impact demonstration.
- Sensitivity to and appreciation for cultural, political, and geographical differences, with the ability to work well with people from a range of backgrounds and communities
- Strong preference for bilingual candidates with lived experience.

OTHER REQUIREMENTS

- If a private vehicle is utilized for company purposes, validation of a California Driver's License or permit and proof of personal minimum liability insurance coverage per the requirements of the state of California, if applicable.
- Reliable personal technology (laptop/computer and smartphone) required to perform job duties.
- Special Requirements – When necessary, working evenings or weekends and occasional overnight travel required
- Frequent local travel will be required for this role

HOURLY RATE

The Communications & Engagement Coordinator position in a part time hourly position. The Los Angeles Food Policy Council, a fiscally-sponsored project of Community Partners, offers competitive salary commensurate with experience.

PROJECTED START DATE: August 1, 2026

HOW TO APPLY

Applications are due ASAP, and early submission is encouraged. Applications should be submitted to jobs@goodfoodla.org with the subject line [Communications & Engagement Coordinator – NAME]. Please include:(1) a cover letter that includes relevant experience, (2) a professional resume; and (3) a portfolio of communications relevant work (i.e. designed reports, press release, social media content) Three (3) references will be requested during the interview process.

FOR MORE INFORMATION

Los Angeles Food Policy Council: www.goodfoodla.org

Los Angeles Food Policy Council (a project of Community Partners) is an equal opportunity employer and encourages people of color, women, and LGBTQ persons to

apply. Individuals with fluency in Spanish are highly encouraged to apply.