



Cooperative Food Empowerment Directive

## Communications & Outreach Coordinator Job Description

*CoFED is an equal opportunity employer committed to building a team that reflects the communities we serve. We strongly encourage applications from Black, Indigenous, and people of color, women, LGBTQ+ individuals, and people with disabilities.\**

**Title:** Communications & Outreach Coordinator

**Salary Range:** \$50,000 - \$58,000 annually + benefits (salary based on experience)

**Employment Type:** Full-Time (32 hours per week)

**Reports to:** Communications Manager

**Benefits:**

- 19 paid static holidays + 2 paid floating holidays
- 10 paid vacation days accrued in your 1st year
- Health insurance plans are provided through our fiscal sponsor. CoFED will pay monthly premiums of bronze plans or the same dollar amount towards a more expensive plan. Coverage will start the first day of the month following the first 30 days of employment.

**Location:** Remote with occasional travel for site visits, convenings, and program events

**Start Date:** August 2026

### How to Apply:

To apply, email the following as attached PDFs to [admin@cofed.org](mailto:admin@cofed.org) with subject line "Communications & Outreach Coordinator Application\_Your Name" by **July 19, 11:59 pm PST.**

1. Resume
2. A short (no more than one-page) letter of interest
3. One work sample (written, visual, or multimedia) that demonstrates your storytelling, strategic communications, and/or brand development skills. Please include 2-3 sentences providing context about your role in the project and your goals for the work.

**About CoFED:**

CoFED is a national food justice and cooperative economics organization. Our three programs; Just Just Leader Fellowship, Build Unlearn Decolonize, and CoFUND are united by a commitment to community power, equity, and transformation. We are in a moment of intentional restructuring, building a team grounded in clarity, values, and sustainability.

CoFED partners with QTBIPOC food and land workers to practice cooperative values and economics through food and land. Our goal is to build the next generation of diverse leaders living in deeper connection with the land and each other, through building cooperatives in the food and land systems.

CoFED is a fiscally sponsored project of Inquiring Systems, Inc.

**About the Position:**

The Communications Support Coordinator is an early-to-mid career communications professional who supports CoFED's day-to-day communications work across the organization and its programs. This person works closely with and reports to the Communications Manager, providing hands-on support for content creation, digital presence, brand stewardship, community outreach, program communications, and storytelling. This is a great opportunity for someone who is passionate about food justice and cooperative development and wants to grow their communications practice in a mission-driven environment.

**What you'll own****Content Creation & Digital Presence:**

- Support the development and scheduling of social media content across CoFED's platforms.
- Draft newsletters, blog posts, program updates, and other organizational communications.
- Maintain and update CoFED's website with current program information, news, and resources.
- Support the implementation and evolution of CoFED's brand identity and communications guidelines across all digital and print materials.
- Create visual content using design tools such as Canva or Adobe to support organizational and program communications.
- Support the development of multimedia content including photos, graphics, and video as needed.

**Program Communications Support**

- Support communications for the Just Leader Fellowship (JLF) including fellow outreach, program updates, and alumni communications.
- Support communications for Build Unlearn Decolonize (BUD) including participant outreach and event promotion.

- Support CoFUND communications including applicant outreach, grantee announcements, and program updates.
- Maintain program communications calendars and ensure timely and consistent outreach across all programs.

### **Storytelling & Documentation**

- Help capture and document stories from CoFED fellows, grantees, and community partners.
- Support the development of annual reports, case studies, and organizational narratives.
- Maintain organized archives of communications materials, photos, and program documentation.

### **Administrative Communications Support**

- Support the Communications Manager with drafting, editing, and proofreading organizational communications.
- Help maintain CoFED's communications templates, databases, brand assets, and style guides.
- Support funder communications as directed by the Communications Manager and Executive Director.
- Track and report on communications metrics including social media engagement, newsletter open rates, and website traffic.

### **What we're looking for**

- 2+ years of experience in communications, content creation, or a related field.
- Strong writer and communicator who can adapt voice to different audiences and formats.
- Rooted in food justice, cooperative economics, or liberation-focused community work.
- Experience designing and implementing community engagement strategies across digital and in-person platforms.
- Experience building and stewarding brand identity, ensuring consistency in voice, messaging, and visual presentation across platforms.
- Detail-oriented, organized, and able to manage multiple tasks and deadlines.
- Comfortable working remotely and independently in a full-time capacity.
- Brings cultural humility and a commitment to equity to everything you do.
- Proficiency with Canva, Adobe Creative Suite, or similar design tools preferred.
- Experience with social media management platforms and email marketing tools preferred.
- Experience working with BIPOC-led organizations or in food justice, cooperative development, or youth leadership spaces.

- Bilingual or multilingual is a plus.
- BIPOC candidates are strongly encouraged to apply.
- Bachelor's degree in a related field.

We are committed to creating an inclusive and equitable workplace, and we are proud to be an equal opportunity employer. We believe that having staff, interns, and volunteers with diverse backgrounds enables us to better meet our mission and encourage BIPOC, women, and LGBTQIA+ individuals to apply. We acknowledge that our work to build safe spaces and better systems for traditionally marginalized groups is ongoing and will require constant work towards our collective liberation. Research shows that women, non-binary folks, parents, disabled folks, immigrants, first-generation folks, and people from historically marginalized and underserved communities often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for the given role. Therefore, if much of this job description describes you, you are highly encouraged to apply for this role.