



NORTH COAST FOOD WEB

Position: Communications and Administrative Assistant (PTE)

Position Overview:

This position works directly with the Deputy Director, who leads our communications and operations work areas. The position supports our communications area through managing our social media presence on Facebook and Instagram, preparation of communications including our newsletter, and the creation of flyers and other materials. This person will be a key player in amplifying our mission, programs, and impacts to the broader community. They also support basic administrative functions, including data entry, making bank deposits, and other tasks under the supervision of the Deputy Director.

Position Details:

- **25 hours/week with flexible scheduling.**
- **Location:** Astoria, Oregon
- **Pay rate:** \$33,800 salaried (\$26/hour equivalent)
- **Reports to:** Deputy Director, Lila Barrett
- **Start Date:** March 4th
- **Benefits:** 100% employer paid health and dental insurance, access to professional development funds, automatic annual raises without need to negotiate, Flexible Spending Account (usable for healthcare needs), and 10 hours/mo of free access to a commercial kitchen. **Insurance and FSA coverage would begin on May 1.**
- You can request our Employee Handbook for details.

Key Responsibilities:

Communications

Work closely with the Deputy Director to implement communications strategies, including:

- Managing our facebook and instagram accounts
- Working within the NCFW style guide, layout flyers and other materials as directed
- Basic graphic design of social media content & printed materials using Canva
- Support the Deputy Director in newsletter and other public communications
- Develop and implement storytelling strategies for our Content Calendar

Administration

- Fulfill administrative tasks such as data entry and file organization
- Run errands such as making bank deposits and dropping off mail
- Answer the phone and direct calls to the best person or take messages
- Monitor the info@ email and distribute messages as needed
- Support in office organization, tech set up, and purchasing supplies

- Support Program and Fundraising events with organizational support

Other responsibilities:

- Attend weekly staff meetings and team meetings relevant to our Administration and Communications areas
- Pursue professional development opportunities to help build skills

Experience and Skills needed:

- Commitment to advancing diversity, equity, inclusion and justice
- Some prior experience in communications and outreach work
- Keen attention to detail and organization
- Ability to track multiple tasks with different timelines and frequency
- Basic proficiency with spreadsheets and data entry
- An eye for design and experience with basic graphic design on platforms like Canva
- Interest in storytelling and systems thinking
- Experience and/or formal education in graphic design, communications and/or marketing
- Punctuality and reliability
- Strong verbal & written communication skills
- Emotional maturity and ability to work well with people across differences

Ideal candidates will also have:

- Knowledge of and excitement about working in food systems
- Spanish language skills are a plus for this position
- Experience in social media marketing and copywriting

About North Coast Food Web

Founded in 2011, [North Coast Food Web's](#) (NCFW) mission is to **cultivate a resilient and equitable food system by supporting producers and increasing access to local food**. We are working toward a community that is home to a diverse and thriving group of farmers, fishers, foragers, and food makers that can start and sustain their food businesses on the North Coast.

In pursuit of our mission and vision and with recognition of historical and present-day racism and inequity in our food system, NCFW is committed to justice, equity, diversity and inclusion. We are an Equal Opportunity Employer. Our employees and Board members are people with different strengths, experiences and backgrounds who are all passionate about creating positive change in our local community food system. We're seeking candidates from all backgrounds and walks of life who are excited about helping build the future of our North Coast food system.

To Apply:

Apply by email to yana@northcoastfoodweb.org. You can also direct any questions to Yana at that address. Please use this subject line: "Communications and Administrative Assistant (your last name)". Please send these three things:

- Your resume.
- A writing sample of less than one page, which could be anything such as a couple social media posts, an email, a workshop description or a position paper. **You do not need to do new work for this**; we are just looking for something that is representative of your writing skill and style.
- Answers to the following 4 questions (in lieu of a cover letter) in about one page. Don't worry about formatting this as a cover letter:
 - 1) What communications or administrative work experience or educational background do you have that you would draw on in this job?
 - 2) Please tell us some about your experience with the food system and/or the food industry and how you feel it would inform your work with us.
 - 3) Our organizational values are:
 - Community
 - Justice
 - Responsiveness
 - NourishmentWhat do these values mean to you? What do you think of when you hear the phrase "food justice"?
 - 4) How do you approach shared and collaborative work? Tell us about a team you've been on and why it worked or didn't work.

Hiring Timeline:

- Application deadline for priority consideration: January 25th. All applicants will be contacted on or after the 25th.
- First interviews with our Executive Director will be the week of January 29th. All interviewees will be contacted after the interviews.
- Second interviews that will also include our Deputy Director will be the week of Feb 5th. We intend to make an offer by Feb 8th, and will contact everyone who had a second interview.
- Position begins on March 4th.

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