

## **Membership Development & Communications Coordinator**

Contract: 15 hours a week for 8 weeks

Start Date: Feb 18, 2022

Salary: \$19/hr

Where: part online, part on-site in St. James Town

Application by: February 15th

### **Limitations:**

- Must be eligible to work in Canada
- Preference given to St. James Town resident

### **Job Description:**

Seeking an outgoing individual to help animate and boost our co-op membership involvement through outreach and marketing. The St. James Town Co-op is a community-owned non-profit enterprise in St. James Town that focuses on improving community health through food security. We aim to provide accessible, nutritious, and culturally appropriate food, and offer food-based education and employment. We have an active and growing garden and bulk food buying club, and are working to implement a climate resilience food hub pilot project in the neighbourhood. The Membership Development Coordinator will be responsible for membership communications, including onboarding new members, coordinating volunteers online, and some co-op wide communications including regular newsletter and social media content.

### **Job responsibilities:**

- Creative outreach that gets the word out to the neighbourhood while staying safe
  - Community newsletter with member generated recipes, information, art
  - Social media and blog posts
- Growing bulk food buying club membership and garden engagement
- Increasing awareness of co-op and food hub goals in the neighbourhood
- Maintain social media pages, including Instagram, Facebook, Twitter
- Online Promotion and content release/engagement e.g. cooking videos, podcasts, art, and information compiled and created by co-op members
- Create promotional material for online and physical spaces
- Volunteer coordination
- Organizing regular member onboardings
- Regular communications with members (and new members)
- Attending some in person volunteer events, with some in person volunteer coordination
- Work with team to develop strong members database and systems for sustaining membership
- Plan and organize the Annual General Meeting and General Members Meeting

Our ideal candidate has the following skills:

- Strong Interpersonal Skills

- Marketing and Promotions
- Coordination of people and events
- Working in a diverse community

Our ideal candidate also has Knowledge/Interest/Experience in one or more of the following:

- Street-reach
- Design
- Promotional material and or magazine or zine design
- Brand Development
- Food Security
- Climate Change
- Urban Agriculture
- Co-operatives
- Human Rights-Based Community Development
- Multilingual is an asset

**To apply:**

Please apply by sending your **resume** and a **short explanation of why you are interested in the position** to [info@stjamestowncoop.org](mailto:info@stjamestowncoop.org)