



Food for People

The Food Bank for Humboldt County

PO Box 4922, Eureka, CA 95502 | (707) 445-3166 | www.foodforpeople.org

JOB POSTING – COMMUNICATIONS & EVENTS COORDINATOR

Food for People is seeking a motivated individual with excellent interpersonal, communication and written skills for the position of Communications & Events Coordinator to provide support for our fundraising and marketing efforts. This multi-faceted position includes coordinating events and assisting newsletters, social media, media outreach, and ongoing donor recruitment and stewardship. The person hired must have strong computer, and writing skills and a high level of comfort working collaboratively with diverse groups, including staff, board members, volunteers, donors, and other supporters. The level of personal satisfaction is tremendous if you are looking for work that will make a difference in the lives of the people we serve. This position has a mix of on-site and in the field work.

This position is 30 hours per week, Monday through Friday with a pay rate of \$21/hour. Salary will be based on the successful applicant's combination of skills and experience specific to the position. We provide health, dental, vision, and life insurance benefits, in addition to paid sick, vacation, and holiday time. Potential for Bilingual Differential Pay as an augmented hourly rate of pay designed specifically to compensate an employee for their bilingual skills and proficiency and requires achieving a passing score on the bilingual exam (oral and/or written). Optional participation in the CalSavers Retirement Savings Program is available. This is a great position for someone who is interested in joining a diverse and dynamic team of staff, volunteers, and community partners in support of an organization that truly makes a difference in thousands of lives right here in Humboldt County. Food for People is committed to providing a safe workplace and adhering to safe food distribution practices.

Please review the attached job description and qualifications. After reviewing, if you are interested in applying **applications must include:**

- Cover letter
- Résumé
- Completed Food for People application available on our website at <http://foodforpeople.org/jobs>
- At least three recent professional references and two personal references

Position will remain open until filled. Interviews will be scheduled with selected candidates.

Application packets can be submitted by emailing crobbs@foodforpeople.org.

Food for People is designated as the Food Bank for Humboldt County and we are considered one of Humboldt County's most prominent nonprofit organizations, providing hunger relief for more than 12,000 low income children, families, seniors, and others each month. Food for People currently operates a total of 18 countywide programs for individuals of all ages whose financial circumstances have left them without adequate resources to purchase food. A complete list of our programs is available on our web site at foodforpeople.org.

Thank you for your interest in working with Food for People!