Just Harvest is an equal opportunity employer that values diversity of all kinds. We encourage candidates from all backgrounds to apply for this opportunity. It is our policy to ensure that all individuals are treated equally without regard to race, age, color, disability, gender or gender identity/expression, marital status, national origin, religion, sexual orientation, or veteran status, and that all are given every opportunity to succeed.

JOB OPPORTUNITY ANNOUNCEMENT

Communications Coordinator

Organizational Mission

Just Harvest works to promote a just system of food access by addressing the root causes of hunger – systemic poverty and inequity – through policy advocacy, grassroots organizing, community-based solutions, and connecting people to benefits.

Job Title: Communications Coordinator

Job Status: Non-Exempt, Full-time (35 hour work week)

Reports to: Executive Director

Positions Supervised: Volunteers, Interns

Position Summary:
Coordinate and implement Just Harvest’s public-facing communication materials and activities to broaden awareness of and engagement in the organization’s mission, advocacy, and programs.

Essential Functions

- Demonstrate and reflect the mission and values of Just Harvest.
- Coordinate Just Harvest’s overall communications strategy.
- Media relations: cultivate relationships with reporters and other media professionals; write press releases, Op-Eds, and letters to the editor; handle media inquiries to promote coverage of Just Harvest’s work and messaging.
- Produce all promotion and marketing collateral for Just Harvest’s programs and events, including brochures, flyers, mailers, and advertisements.
- Assist with the production of advocacy materials, including fact sheets, white papers, and letters to public officials.
- Manage Just Harvest’s digital communications:
  - Maintain and update website regularly.
  - Produce the e-newsletter monthly.
  - Produce e-action alerts for advocacy campaigns.
• Manage content and communications through multiple Just Harvest social media channels.
• Assist Fundraising Team with:
  o Planning and marketing Just Harvest fundraising events.
  o Material production, for fundraising and membership drives
• Write, edit, and design annual report and other reports/publications.
• Help engage clients, activists, and volunteers in sharing their stories for advocacy, program promotion, and fundraising.
• Public speaking on behalf of Just Harvest to diverse audiences
• Participate in Just Harvest staff meetings.
• Provide media and communications training to Board, Executive Director, staff, clients, and activists as needed.
• Complete other duties as assigned.

Knowledge, Skills & Abilities Required for the Position

• Excellent writing and editing skills
• Strong organizational and project management skills
• Strong computer literacy with experience working with MS Office
• Graphic design skills (Canva or similar as well as Adobe Photoshop/InDesign/Illustrator)
• Experience with web content production (Wordpress or similar CMS)
• Experience with email marketing and/or Mailchimp (or similar)
• Ability to:
  o Maintain confidentiality
  o Work as a self-starter as well as part of a team
  o Provide effective communications with limited resources across diverse media
  o Devise culturally competent communications for diverse audiences
  o Track and meet multiple deadlines at a time
  o Be detail-oriented
  o Maintain a positive attitude

Working Conditions

• Usual schedule is normal business hours, with some flexibility. Occasional evening and/or weekend work.
• Hybrid work environment with some required office time but significant work-from-home permitted
• Small office with limited resources
• Occasional work outdoors (at programs or events)
• Job at times is fast-paced with deadlines to meet
• Frequent computer usage that requires repetitive motions
• Limited travel possible to local, regional, and state meetings
• Lifting up to 20 pounds (work is usually sedentary requiring 10 pounds or less of exerted force)

Qualifications

Just Harvest strongly values diverse relevant life experiences that may substitute for any or all of these specific qualifications. We succeed in our mission better when our workforce reflects the communities we serve. We welcome applications from candidates who may lack formal
credentials and invite you to tell us about your unique qualifications. If you are passionate about our mission and think that you have the skills to contribute to our success, we want to hear from you!

- Prior experience in the non-profit sector and with media, communications, or marketing strongly preferred.
- Minimum of one year advocacy issue-focused work.
- Bachelor’s degree preferred, but not required

Compensation

$26.00 per hour

Full-time position. Benefits include health, vision, and dental insurance; SIMPLE IRA retirement plan; sick, vacation, and personal paid time off; 12 paid holidays.

To apply:
Email cover letter and resume in MS Word or PDF format to kenr@justharvest.org
Applications will be received on a rolling basis, and the position will remain open until filled.

Just Harvest is an Equal Opportunity/ Affirmative Action Employer
Just Harvest is a Drug-Free Workplace

(Updated July 2023)

Just Harvest
317 East Carson Street, Suite 153
Pittsburgh, PA 15219
justharvest.org