



Communications & Events Associate

The California Association of Food Banks believes that food is more than just nourishment. Food is medicine, it is fuel for learning, it is a teacher of cultures, a convener of communities, and most of all, food is a fundamental right. And right now, 8 million Californians don't know where their next meal will come from. We are on a mission to change that.

We are proud to amplify the voices of food banks and of hungry Californians in our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and everywhere in between. We help drive public policies that enhance the safety net. We ensure that fresh produce and healthy proteins are accessible to all Californians. We connect hungry residents with nutrition programs. And of course, we support our 41 member food banks in their work to feed communities throughout our state.

Strategic and timely communication is core to the work of the California Association of Food Banks. As a statewide anti-hunger organization, we bring awareness to the pervasiveness of food insecurity throughout our state, educate about nutrition programs, activate around the policies impacting the nutrition safety net, and elevate the essential role food banks play in our society. As a membership organization, we make sure that food banks have the tools and resources they need to do what they do best: feed our communities.

Our Values:

- **Dedication**—We are committed to ending Hunger in CA, while acknowledging and working to dismantle systems of oppression and injustice that perpetuate food insecurity.
- **Inclusion**—We value the diverse and intersectional voices, cultures, and experiences of our colleagues and of our state.
- **Collaboration**—We work with and support each other, our member food banks, partners, and the CA community.
- **Transparency**—We cultivate trust between each other and among our stakeholders through transparency.
- **Accountability**—We take ownership of our successes and mistakes, encouraging vulnerability and asking for help.

Position Description:

Reporting to the Director of Communications & Member Engagement, as the Communications & Events Associate you will be responsible for supporting the work of the Communications & Member Engagement department. You will work closely with all members of our staff, as well as staff from our member food banks.

Your Responsibilities:

- **Internal & External Communications.** Help coordinate communications projects and programs, both internally and externally with members, vendors, designers, and other contractors. Liaise with teammates across the organization and act as
- **Event Production.** Support CAFB's biennial statewide conference, annual Member Meeting, Days of Action, webinars, discussion groups, and other convenings — with planning, promotion, and execution.
- **Content Creation & Promotion.** Write, edit, and proofread content for communications pieces, such as website, blog, newsletters, email blasts, action alerts, reports, social media, and more. Maintain active

social media presence and engagement, including sharing, posting, and promoting content from partner organizations. Analyze metrics to understand successes and areas of improvement.

- **Collateral Collection.** Assist with the collection and upkeep of data, photos, and testimonials for use across the organization. Maintain media lists and media archive.
- **Asset Maintenance.** Work across teams to ensure that our website, member portal, and all social media channels reflect current priorities and up-to-date information and imagery.
- **Collaboration.** Work as a tight knit team with the Director of Communications & Member Engagement, Communications Manager, and Member Engagement Manager, supporting team projects and priorities and filling in as needed.

You Have:

- A firm belief in the value of diversity, equity, and inclusion in the workplace — and understand the difference between equity and equality
- A teamwork mindset – collaboration is the key to quality work
- Experience with marketing, communication, event management, or advocacy
- Strong writing, research, editing, and proofreading skills
- An expert ability to communicate professionally and timely with a variety of different types of people
- A solid grasp of new media platforms with strategies on how utilize them for education and awareness
- Self motivation, with an ability to set and meet goals
- Understanding of how to use analytics to inform strategies and improve performance
- Strong project and event management skills with ability to meet deadlines
- Experience working or volunteering at nonprofits and an understanding of the parameters of a 501(c)3
- Commitment to ending hunger — and the acknowledgment of its root causes, including structural racism
- A willingness to (occasionally, as needed) work weekends, early mornings, and evenings
- The tendency to approach work with flexibility and enthusiasm, prone to conjuring unconventional ideas
- Skilled command of MS Office Suite, Mailchimp, Zoom, and WordPress
- Experience with Cision, Meltwater, and Canva
- Preferably a command of two or more languages

Location: Downtown Oakland; we work in a hybrid environment with Tuesdays & Wednesday in office

Reports to: Director of Communications & Member Engagement

Hours: 37.5-hour work week, with some early morning, evening, and weekend work required on occasion

Compensation: This is a Full Time, Non-Exempt position and the salary range is \$51,853 – \$72,000 annually, depending on experience. Benefits include generous employer-paid health, dental, and vision; retirement program; life insurance; and PTO.

To apply: Please visit the link below to fill out the web form and attach your cover letter and resume where indicated. Documents will not be reviewed unless they are submitted in the required format. Please read the instructions carefully. Applications accepted until the position is filled.

Application link: <https://fs10.formsite.com/cafb2/ekdpxj0hln/index>

Join us in creating a California where every person has the nourishment they need to thrive. We're a small but mighty staff of nearly 35, working (when not remotely) in a classic old building in downtown Oakland — conveniently located near the 19th Street BART station. Both the building and the office are ADA accessible.

It is the policy and commitment of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal opportunity employer, and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.

The California Association of Food Banks is committed to recognizing and valuing diversity — in every aspect. Our goal is to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees feel that they can reach their fullest potential.