



Communications Coordinator

The role of the communications team member is to support both internal and external communications for Feeding Florida. Through strong relationships with our 12-member food banks, partners, growers, and vendors, the coordinator will help craft content to communicate the Feeding Florida Network's programs and mission to various audiences, including donors, legislators, partners, and the public at large.

Responsibilities

PR/Communications Coordination

- News clipping and monitoring
- Media list building
- Press release writing and story pitching
- Content creation- blogs, Eblasts and reports
- Website audits and content edits
- Conduct interviews for content
- Collateral material support
- Coordinate food bank communications committee

Partner Relations and Advocacy Support

- Writing and editing (letters, op-eds, one-pagers, brochures, partner-related content)
- Partner presentation creation
- Policy research and bill tracking
- Grant review and reporting support
- Feeding America webinars and training
- Corporate partner support (manage online fundraising or virtual conference tabling)
- Support with reports and outreach to the Board of Directors

Social Media Management

- Monitoring, response, and engagement for Facebook, Insta, Twitter, and LinkedIn
- Social content and graphics creation
- Partner tracking and sharing
- Cause marketing (provided by Feeding America)

Qualifications

- Communications or public relations background
- Strong writing skills
- Social media proficiency
- Ability to research solutions and problem-solve
- Can-do attitude
- Self-motivated and able to work independently
- Excellent organizational skills
- Keen attention to detail
- Bachelor's degree and 1-2 years of communications experience
- Bonus- experience writing news or feature articles, graphic design or layout skills, eblast or web design

Application

To apply for this position based in Tallahassee, FL, please email your resume and cover letter to Raquel Simon-Petley at Raquel@FeedingFlorida.org. Writing samples are welcome. This position is in-person, with a flexible schedule.