



**JOB DESCRIPTION:**

**Start Date:** March 30, 2020

**Position Title:** Communications Assistant

**Reports to:** Operations Director

**Part-time Seasonal Position (March - End of November)**

**COMPANY DESCRIPTION:**

Dreaming Out Loud's mission is to create economic opportunities for the DC metro region's marginalized community members through building a healthy, equitable food system. We're rebuilding urban, community-based food systems through social enterprise, helping to increase access to healthy food and improve community health, developing entrepreneurs and cooperatives owned by people from marginalized communities, and training local adults for sustainable, family-supporting wages. Our programs include a school-based farm and food hub, a food business incubator, an outdoor classroom and several community based farmers markets.

**POSITION DESCRIPTION:**

DOL is seeking a creative and organized person to implement it's evolving communications strategy. The Communications Assistant will report to the Director of Operations and will work closely with all DOL program staff. We use multiple channels to engage our community including social media, email, and street outreach. We're not just telling our story, we want our communities to take action. The candidate must have social media experience and great writing skills. Bonus if you can crop pictures and make nice flyers. The work may involve writing short or long posts, sending out a monthly newsletter, taking and organizing photos and contact data, attending and documenting DOL events. We are a lean organization with a small team. Our work is seasonal with a lot of activity concentrated in the spring and summer. That means you may occasionally pitch in on projects outside of your job description. If you're a natural helper, we need you!

The Communications Associate will help to improve how we work as a team. You'll be responsible for some administrative duties and problem-solving that support our programs. That may involve developing new tools for staff to use, helping with data entry, or just rolling your sleeves up to help push a project across the finish line. This position is full-time, based in Washington, DC. Weekly scheduled in-person meetings are required. Some weekend or evening availability is a plus.

**RESPONSIBILITIES:**

- Writing and copy editing media content and correspondence for multiple audiences and purposes.
- Develop a communications rhythm and keep DOL on schedule with regular email marketing, social media posts and media outreach where appropriate. Periodically update website copy and public profiles. Work with graphic designer on fliers and outreach materials

- Maintain our database of contacts, surveys and digital media. This involves regular data entry, cataloging and creation of response forms.
- Assist with monitoring social media analytics and other outreach goals and keep staff informed of our progress.
- Assist with event planning, promotion and production. Support response and communication with event attendees before, during and after.
- Administrative duties as assigned.

## **QUALIFICATIONS**

- Interest in food access, health, nutrition, and social justice
- Excellent writing and research skills
- Strong interpersonal and organizational skills
- Strong attention to detail and accuracy
- Ability to speak to groups of people
- Ability to work effectively both as a team member and independently
- Ability to handle multiple priorities effectively
- Familiarity with social media platforms (Instagram, Facebook, Twitter, and YouTube)
- Familiarity with graphic design and photo editing software
- Familiarity with WordPress, GoogleDocs and Slack

## **COMPENSATION:**

Compensation is commensurate with the candidate's experience.

## **WANT TO APPLY?**

Send your resume and cover letter with the subject line: LAST NAME - Communications Assistant by **Friday, March 20, 2020** at 5:00pm to [opportunity@dreamingoutloud.org](mailto:opportunity@dreamingoutloud.org) and [Michelle@vbs-hr.com](mailto:Michelle@vbs-hr.com) or mail your response to Michele Joseph, Human Resources, at 80 M Street, SE c/o We Work / Washington, DC 20003. If your application is selected, we will contact you to schedule an interview! Applicants will be interviewed on a rolling basis. Call with any questions:202-800-2612.

## **EQUAL OPPORTUNITY STATEMENT**

DOL provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability or genetics. In addition to federal law requirements, DOL complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.