



SOUTHEASTERN MASSACHUSETTS AGRICULTURAL PARTNERSHIP  
[www.semamonline.org](http://www.semamonline.org)

## Communications and Outreach Coordinator

Reports to: Executive Director

**Application Deadline June 1, 2020**

**Start Date: ASAP**

SEMAM is dedicated to preserving and expanding access to local food and sustainable farming in southeastern Massachusetts through research and education. We serve farms, farmers, and the communities of southeastern Massachusetts with our primary service area covering Bristol, Norfolk, and Plymouth counties.

**POSITION SUMMARY:** The Communications and Outreach Coordinator will manage SEMAM's newsletters, social media, event tabling, website, and membership, as well as coordinate a project to better connect farmers and low-income communities. This person will represent SEMAM as an initial point of contact in variety of settings and requires access to transportation. This is a full-time hourly position with occasional weekend/evening work and requires the ability to work remotely.

### RESPONSIBILITIES:

Coordinate and maintain SEMAM's outreach and communications – newsletters, social media, website  
Membership outreach and communications – renewals, member packets, new member outreach  
Coordinate "Welcoming Markets" grant project connecting low income communities to local food  
Help coordinate major fundraising events  
Other duties as assigned

Wage range: \$15 - \$18/hr. based on qualifications

### PREFERRED QUALIFICATIONS:

- Knowledge of and commitment to the nonprofit sector, especially local food and sustainable farming
- Organization skills; strong verbal and written skills, cordial, energetic and flexible; possess sound judgment, including the ability to use discretion and maintain a high level of confidentiality
- Must have excellent organizational, interpersonal and communication skills and the ability to telecommute.
- Ability to multi-task and prioritize in a dynamic work situation as well as work alone and self-manage
- Event planning or program coordination experience
- Knowledge of WordPress, ConstantContact or MailChimp, Microsoft Office Suite, Google shared documents. eTapestry or similar development software experience a plus.
- Familiarity with local organizations working with low-income communities

Please submit cover letter, resume and three references to:

Karen Schwalbe  
Southeastern Massachusetts Agricultural Partnership  
P.O. Box 80625  
South Dartmouth, MA 02748-0625

**Or email PDF to:** [jobs@semamonline.org](mailto:jobs@semamonline.org)

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