



**1951 Wazee Street, Suite 220
Denver, CO 80202**

JOB DESCRIPTION

Slow Food Denver Programs & Outreach Coordinator

Slow Food is a global, grassroots organization founded in Italy in 1989 to counter the rise of fast food and the disappearance of local food cultures. Through programs, education, advocacy and events, Slow Food inspires individuals and communities to change the world through food that is good, clean and fair for all.

The Slow Food Denver chapter is one of ~150 chapters in the United States. We are a small, dynamic and passionate office that has grown significantly over the past three years. Recently, the primary focus for the chapter has centered around the successful development of Lil' Sprouts, the youth education, seed to plate enrichment program. In 2022, the Lil' Sprouts program reached 31 schools, held 606 classes, taught 1270 students and provided 6886 meals.

Over the past year, significant progress has been achieved toward the goal of expanding the programming beyond youth education and increasing the chapter's engagement with the community. The objectives for 2023 are to highlight the cultural diversity of Denver's food system through lifting up organizations, restaurants, chefs, farms, businesses, and producers who share Slow Food's values. The Coordinator role will work to expand engagement, funding sources, volunteer participation, and outreach through online storytelling, communication, and elevating relationships.

Scope of Work

The Programs & Outreach Coordinator will contribute to Slow Food Denver's next phase of growth. The role requires excellent writing skills with a passion to share Slow Food's values through outreach, events, and social media. Organizational skills and attention to detail are important assets for the job. Responsibilities include but are not limited to leading Slow Food Denver's social media platforms, increasing community engagement, fundraising, grant writing, and managing events with the Executive Director. The Coordinator will prioritize Slow Food Denver's equity, inclusion and justice values in all aspects of their work.

The Programs & Outreach Coordinator will report directly to the Executive Director. Primary responsibilities include:

Communications and Social Media Management:

- Work with the Executive Director to craft a social media and communications plan
- Manage Slow Food Denver's social media pages, including analytics
- Produce and distribute monthly e-newsletter

- Manage donor database and send thank you letters
- Send quarterly updates to funders and recurring monthly donors
- Manage and build email subscriber lists
- Promote volunteer opportunities
- Liaise with local media and online calendars to promote events, program and news
- Update and maintain website, including Slow Food Denver events, blog posts, youth education classes, volunteer, and intern opportunities
- Manage Slow Food Denver's info email inbox
- Maintain and organize internal documents, photos, etc. on Google drive
- Support outreach for fundraising campaigns
- Work to ensure Equity, Inclusion, and Justice is represented across all communications, events, etc.

Fundraising & Grant Support:

- Research, apply for, and write corporate, foundation, and government grants in collaboration with team members
- Support program evaluation data gathering
- Grant reporting in collaboration with the team
- Support donor relationship building
- Assist with fundraising campaigns throughout the year, including Colorado Gives Day, Slow Food membership drive, social media campaigns, silent auctions, and in-person events

Community Programs & Events:

Assist the Executive Director with community outreach and events, including:

- Coordinate volunteer outreach and engagement through the Sign Up Genius
- Support detailed planning and logistics for events and programming
- Attend and provide onsite support as a key point person for events and programming

Youth Education Program Assistance:

- Assist the youth education team periodically
- Distribute, collect, and assist with data entry of quarterly class surveys
- Attend meetings and webinars for youth education grant funding

Operations:

- Support and help organize office upkeep and maintenance
- Support annual reporting needs

The position is full time starting at \$50,000 plus a benefits stipend. While the position does not require attendance in the office each day, the Programs & Outreach Coordinator is expected to maintain a balanced presence at the office including in person weekly meetings with fellow staff and meetings with the Executive Director. Attendance at Slow Food sponsored events and relevant community events is

essential. Events often take place during evenings and weekends, and heavy participation can be expected between May and October. Slow Food is an equal opportunity employer. We strive to reflect the diverse community that works toward and cares about a healthy, sustainable food system.

Please share your resume and cover letter to jobs@slowfooddenver.org by March 22, 2023.