

Job Description

Community Engagement Associate

Function: Team member provides assistance, advocacy and community organizing functions around healthy food access and sustainable living resources for residents that NKCDC serves in the Fishtown, Kensington, and Port Richmond neighborhoods of Philadelphia. Provides needed support to Community Engagement team over the course of its many projects.

Reports to: Community Engagement Director

Responsibilities:

- Manage and administer Farm to Families, an affordable produce purchase program that offers year-round food and nutrition education to participating residents. Tasks would include processing orders, distributing items, weekly communication with participants, and extensive promotion and outreach to connect the program to more neighbors in need.
- Support NKCDC's Sustainable19125-34 program through event planning, resource collection, and connecting residents to ways to live sustainably and affordably.
- Organize and update the department's resources as they relate to healthy food access, and build relationships with partnering organizations to improve access to healthy food according to the recommendations of NKCDC's North of Lehigh Neighborhood Revitalization Plan.
- Represent NKCDC at community meetings through its service area.
- Conduct bi-weekly canvassing of targeted neighborhood areas to ensure consistent communication and promotion of NKCDC events.
- Provide event planning, staffing, and other support for programs such as the Neighborhood Advisory Subcommittee and the Somerset Neighbors for Better Living.
- Other duties as assigned.

Qualifications and requirements:

- Bachelor's degree preferred.
- Demonstrated commitment to community engagement.
- Experience organizing events.
- Residence in 19125 or 19134 preferred.
- Ability to work independently and in groups, prioritize work, take initiative, manage multiple tasks and meet deadlines.
- Excellent public speaking, written communication, and strong interpersonal skills. Social media and marketing a plus.
- Spanish language proficiency a plus.
- Schedule flexibility to include evenings and weekends.
- Valid driver's license; access to a personal vehicle is a plus.

Compensation:

Competitive salary with excellent benefits including HMO health plan, long- and short-term disability insurance, life insurance, paid vacation and 403 (b) retirement plan.

Application Process: Email cover letter, résumé, and writing sample by October 9th, to Shanta Schachter, Deputy Director, NKCDC, sschachter [AT] nkcdc.org. All candidate resumes are given due consideration and are kept on file for one year, but we cannot always respond personally due to the high volume of inquiries.