JOIN THE SOLIDARITY ECONOMY

Be a part of the local food movement

West Chester Cooperative is seeking a part-time Outreach Coordinator

We are a consumer food co-op-in-development, incorporated in 2015, and currently building community investment with the goal of opening a co-op grocery store in West Chester, PA. Our mission is to enhance the well-being of the people in our community by promoting healthy and mindful eating, improving access to sustainably produced food, helping those in need to secure quality food, advancing sustainable and humane agriculture, supporting local farms, and strengthening our community through cooperative enterprise. We aim to bring transparency and accountability from farm to table, providing confidence for educated consumer choices and food that the community can trust. Please visit our website for more information.

The outreach coordinator will advance our mission and goal by supporting program and outreach work. We operate a Local Food Program, which brings food from local sustainable farms to our community each week from April through December as well as a “Pay What You Can” program to provide fresh local produce to those in need. We conduct regular outreach activities at the local Grower’s Market and other venues during the Fall-Winter-Spring season. Candidates with the skill and interest will have the opportunity to craft creative approaches to engaging the public in cooperatives.

Specific tasks involved in outreach coordination are:
- Organizing, scheduling, and coordinating our calendar of outreach events.
- Coordinating and managing volunteers.
- Managing outreach data.
- Managing operation of the Local Food Program
- Managing operation of the Pay What You Can Program
- Communications and marketing via web, social media, and email campaigns.

The above responsibilities are expected to occupy the majority of hours during Fall and Spring; during late Fall and Winter the Coordinator will assist in conducting program evaluations and considering changes and enhancements for the upcoming (2019) season to our programs.

The position will be supervised by the Executive Director and will collaborate with Co-op Board and/or Committee members, depending on the nature of the work. Training as needed will be provided on the software tools that we employ. Although mentoring and supervision will be provided appropriate for the duties that the Coordinator assumes, this position is best suited to an individual accustomed to driving their own knowledge and skill acquisition, for which the Co-op will provide guidance and support. Interested individuals will have the opportunity to be exposed to cooperative governance as well as networking opportunities with the Philadelphia area co-op community. The successful candidate will experience grass roots cooperative development and gain a deeper understanding of the challenges and potential approaches to bringing more transparency, accountability, and equity to the food system.

Desired Skills/Experience:

- Proficiency with Microsoft Office and Google Drive.
- Excellent communication skills- oral and written.
- Outgoing, friendly, ready to talk to people.
- Ability to maintain a larger vision while being detail oriented.
- Highly organized and self-starting.
- Effective scheduling, planning, and collaboration with others.
Preferred skills/experience:
- Outreach/Community Organizing
- Event planning/management.
- Marketing and Communications.
- Mail Chimp email marketing.
- Social Media (Facebook, Twitter, Instagram)
- Wix Website Maintenance

Infrastructure and working hours:

Our shared office space and all of our outreach activities are located in a walkable community accessible via public transit. From Bryn Mawr there are two public transit options:
- R5 to Malvern, change to the 92 bus to West Chester Transportation Center*
- R5 to Exton, change to the WCU shuttle to West Chester Transportation Center*

We are about 35 minutes from Bryn Mawr by car.

* The West Chester Transportation Center is near the center of town, from where one may walk to all of our outreach events and our shared office space. The WCU shuttle bus is free for students, runs only during the school year, and has a schedule published each September.

Start Date: September 2018 (flexible) - End Date: May 2019 (flexible). Position may be extended through summer for interested students.

Hours per week: 8-12

Working hours: Hours are flexible however there are weekly deadlines for coordination and communications activities.

Location (remote vs. on-site): Most work can be completed remotely however we require that the Outreach Coordinator work on site once per week for the first month and at least once per month thereafter.

To Apply: Please send resume and cover letter to exec@westchester.coop with Outreach Coordinator in the subject line.

These should address:
- The skills and experience required for all candidates.
- The preferred skills and experience noted above, including a personal statement regarding your interest in the position.