



EMPLOYMENT OPPORTUNITY

Kalamazoo Loaves & Fishes has an excellent opportunity for a qualified individual to help us feed hungry people and engage our community in the fight to end hunger! We are seeking a full-time (30 hours per week) **Community Engagement & Advocacy Coordinator** who will support the mission of KLF by coordinating the work of the Kalamazoo County Hunger-Free Community Coalition, raising awareness of public policy affecting food insecurity, and engaging community members in addressing the root causes of hunger. This position works under the general supervision of the Resource Development Director and as a component of the communications, advocacy, and community outreach team. We serve a diverse client population and continually strive to promote diversity, fairness, equity, and inclusion in all our practices.

Kalamazoo Loaves & Fishes is a great place to work. We offer competitive wages and a comprehensive benefits package including health, dental, vision, short-term disability, and group life insurance. In addition, we offer a generous contribution to a 403(b) program, paid time off, and professional development and continuing education opportunities.

Essential Functions:

- Coordinates, assists with facilitation and provides administrative support to the Kalamazoo County Hunger-Free Community Coalition steering committee and work groups.
- Forges and strengthens relationships with key stakeholders in the community who may play an important role in Coalition projects and initiatives.
- Researches and tracks federal and state legislation, working closely with the KLF communications team and constituents for purposes of advocating, informing, and driving advocacy efforts.
- Manages advocacy projects and events in partnership with other relevant staff members.
- Researches and provides up to date statistics and information on food security and public policy issues affecting our clients for use in communication materials and presentations.
- Connects with lawmakers to advocate for positive action on legislation that impact food security.
- Works with other members of the Resource Development Department and the Program Department to attend community information fairs.
- Communicates regularly with other KLF staff regarding Coalition work, projects, and progress.
- Collaborates internally to plan, revise, and develop internal and external programming.
- Researches best practices to more efficiently identify and plan community options and responses.
- Supports the work of the Resource Development Department, participating in other events and activities as necessary or required.

Minimum Requirements:

- Bachelor's Degree in Social Work, Human Services, Public Policy or Administration, or equivalent.
- Three (3) years' experience with a strong background in building community support and response to identified issues, preferably in a non-profit organization.
- Excellent communication and collaboration skills, including the ability to lead and influence others, both inside and outside the organization.
- Three (3) to five (5) years planning and facilitating group agendas and discussions.
- Ability to exercise independent judgment and action, using good problem-solving skills.
- Ability to think strategically, and to develop and implement plans and programs.
- Demonstrates a sense of urgency, prioritizes well, shows energy, responds to opportunities, instills urgency in others, and meets deadlines.
- Demonstrated experience with Microsoft Office applications.
- Valid Michigan drivers' license.

Preferred Requirements

- Master's Degree in Social Work, Human Services, Public Policy or Administration, or equivalent.
- Ability to speak, read, write, and understand multiple languages in addition to English, especially Spanish or Arabic.

This job description is an example of the general requirements of the position and is not intended to be exhaustive or all-inclusive.

Kalamazoo Loaves & Fishes' Non-Discrimination Policy:

No person shall be excluded from KLF services, employment, or volunteer participation because of ethnicity, race, national origin, age, height, weight, genetic status, gender identity, sexual orientation, marital status, economic circumstance, veteran status, physical and/or mental abilities/characteristics, philosophy/religion, or any other status that is protected by the State of Michigan, federal law, or by local ordinance for those jurisdictions where KLF operates.

Equal Opportunity Employer:

KLF is committed to fair employment practices, equal employment opportunity, and to promoting diversity in its broadest definition. Equal employment opportunity means compliance with state and federal regulations as well as following those practices which promote diversity and fairness of employment opportunity. Fair employment practices mean that all employees shall have access to the various aspects of employment such as hiring, promotion, compensation, and training. It is the policy of KLF that all employees and applicants for employment share fairly in these aspects of employment.

To apply for this position, please submit your resume and cover letter to denise@kzoolf.org by August 30, 2018

You may also mail or drop off your resume and cover letter to:

Kalamazoo Loaves & Fishes
901 Portage Street
Kalamazoo, MI 49001 Attn: HR Department