



# EMPLOYMENT OPPORTUNITY

## **Kalamazoo Loaves & Fishes Mission**

We will feed hungry people and engage the community in the fight to end hunger.

Kalamazoo Loaves & Fishes is seeking a part-time **Community Engagement Coordinator**. The Community Engagement Coordinator supports the mission of KLF by leading and facilitating the work of the Hunger-Free Community Coalition, working with local, state, and federal partners to develop plans and programs to address local food insecurity. This position works under the general supervision of the Resource Development Director and as a component of the communications, marketing, and community outreach teams.

## **Essential Functions:**

- Coordinates, leads, and staffs the Hunger-Free Community Coalition.
- Builds community-based partnerships to plan community-wide interventions and systems, and advocate for a hunger-free community.
- 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.
- May perform additional duties, as assigned.

## **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, submit your resume and cover letter by July 9, 2018, to [greta@kzoolf.org](mailto:greta@kzoolf.org)**

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

Kalamazoo Loaves & Fishes  
901 Portage Street  
Kalamazoo, MI 49001  
Attn: Greta Faworski