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## Community Outreach Manager

### January 2024

#### Organization Background

Founded in 1969, the Missouri Coalition for the Environment (MCE) is Missouri's independent citizens' environmental organization for clean water, clean air, clean energy, and a healthy environment. We envision a future where the people of Missouri, regardless of race, income, or geography, live in and demand a clean, safe, and protected environment, now and for generations to come. We work to achieve this vision through our mission of educating, organizing, and advocating in defense of Missouri's people and their environment.

Our values, listed below, direct the mission-driven activities we undertake to achieve our vision.

**Collaboration** – We learn from, nurture, and support other organizations and individuals working for environmental justice and protections. We recognize that we are stronger together.

**Equity and Inclusion** – We are committed to being inclusive in our work with partners, geographies, communities, and one another, and celebrate the contributions of our staff, supporters, partners, and volunteers. We acknowledge historical inequities and make intentional efforts to dismantle racist and other unjust systems.

**Integrity** – Our actions reflect our vision, our mission, and our values. We commit to continual learning, evaluation, reflection, and growth. The information we provide is accurate, reliable, factual, and science-based.

**Sustainability** – We are devoted to the environment because people are a part of nature and reliant on its biodiversity, stable climate, and unpolluted habitats for our survival.

**Tenacity** – We relentlessly champion the protection of Missouri's people and their environment.

For more info about MCE visit [www.moenvironment.org](http://www.moenvironment.org).

#### Position Overview

The Community Outreach Manager will play an integral role in ensuring the success of MCE's Known & Grown program with the general public, retailers, restaurants, wholesalers, farmers, and others in the food production, sale, and distribution network of the St. Louis region and beyond. Known & Grown works to build a resilient, equitable food community by supporting and promoting farmers within 150 miles of St. Louis that use humane, chemical-free practices as well as spreading awareness about why environmentally-responsible farming is important. For more information about Known and Grown visit [www.knownandgrownstl.org](http://www.knownandgrownstl.org). This work will require travel in the St. Louis region and will include working at events, and in the office or home (as desired).



This is a full-time position that is grant funded through the Missouri Foundation for Health and USDA. The manager reports to the Executive Director.

### **Responsibilities**

- Work alongside staff to further the programmatic efforts of Known and Grown
- Develop plans for expansion of the program including identifying funding sources for the Executive Director, Development Director, and grant writer to pursue
- Work alongside other staff to reach new audiences (general public, buyers of Known and Grown farmers, new farms, etc.)
- Assist the Executive Director in ensuring grant-related goals are being accomplished
- Create and propose plans for expansion of the program over the next 5 years in coordination with the Executive Director and other staff
- Work with Executive Director and Farmer Specialist/Driver to expand the usage of the shared refrigerated trailer to increase sales of local produce, with an emphasis on supporting disadvantaged farmers and underserved communities
- Assist Farmer Specialist with enrolling new farmers into the program
- Facilitate the Farmer Advisory Committee (FAC) meetings: invite members, develop agendas, take meeting minutes, share minutes with committee after meetings - the FAC provides guidance on the direction of the program to other farmers and MCE staff
- Create and maintain relationships with partner organizations, community members, and farmers to help grow the reach of the program
- Coordinate the hosting of the annual farmer and buyer meeting: secure a location, arrange for food and beverages, develop the agenda, invite guest speakers, develop invitation list, coordinate how invitations will be delivered, take meeting minutes, share meeting minutes with attendees and those who could not attend
- Work alongside the Policy Director to provide sustainable agriculture policy ideas for MCE to consider by holding regular meetings (at least monthly) with them
- Attend and participate in MCE staff meetings (held weekly), Known and Grown program meetings (held weekly), and public events (held throughout the year)
- Supervise and lead the Farmer Specialist/Driver and interns
- Other duties as assigned, including assisting other MCE staff with organizational needs
- Prioritize equity in the efforts of the program and organization

### **Competencies and Skill Sets**

- Experience working with a team of staff, interns, and volunteers
- Experience in building and managing relationships
- Excellent verbal and written communication skills with both internal and external partners
- Self-directed with the ability to work both independently and collaboratively
- Experience developing and implementing an outreach strategy
- Project management skills



- Strategic planning skills
- Creative thinking and problem-solving
- Ability to balance several objectives at once
- Strong organizational skills
- Attention to detail as it relates to achieving goals and objectives of funders

### **Required Qualifications**

- Bachelor's degree or equivalent experience with at least 4 years experience in a relevant field, such as: food and agriculture systems (e.g. farming, food marketing, food sales, food service, food procurement, institutional purchasing, farm-to-school programs, etc.), community outreach, or program planning
- Positive, collaborative experience working with a team of staff, interns, and/or volunteers
- Cultural competence in working with diverse community stakeholders and leaders and ability to recognize different perspectives they may provide
- Knowledge of Microsoft Office and/or Google Apps

### **Preferred Qualifications**

- General food system, environmental, and sustainability knowledge
- Experience working with small-scale farmers and/or food businesses
- Experience engaging with community members and/or small businesses
- Background with program development and expansion

### **Benefits and Compensation**

- \$44,000-\$48,000/year base salary based on experience and qualifications
- Opportunity for end of year bonus
- 176 hours (22 days) of paid time off per year
- 15 paid holidays
- SIMPLE IRA retirement plan (2% non-elective contribution of your current salary/pay rate from MCE to an Edward Jones retirement account of your choosing with no obligation from you to contribute)
- 4 weeks of paid parental leave
- 6 weeks of paid short term disability
- Flexible work hours
- Flexible hybrid office/home work environment
- Mobile phone stipend of \$25/month
- Professional development opportunities
- Eligible workplace for the Public Service Loan Forgiveness program, [more info](#)

Please email a resume and three references with the subject line "Community Outreach Manager" to [jobs@moenvironment.org](mailto:jobs@moenvironment.org).



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All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran status, disabled status, or genetic information.