



**Job Description: Communications and Volunteer Manager**

**Reports To:** Director of Development and Outreach

**Employment Type:** Part-Time, 20 hours per week

**Location:** Cobblestone Farms, Fayetteville

**Cobblestone Farms** is a hunger relief non-profit farm serving Northwest Arkansas. Arkansas leads the country in food insecurity. At Cobblestone Farms, we work to expand access to fresh food through farming, community engagement, and education. Access to nutritious food leads to better health, educational outcomes, and life. However, what we do is about more than just calories. It's about dignity. Let's work together to build a better NWA.

**Position Summary:**

The Communications and Volunteer Manager at Cobblestone Farms is responsible for the organizing and recruiting of volunteers as well as the managing of socials and marketing. This role is pivotal in ensuring the successful cultivation and distribution of produce, because volunteers & communications play such a huge role at the farm. This position is ideal for someone passionate about recruitment, people, and has had experience with marketing, social media, and graphic design.

**Key Responsibilities:**

- **Volunteers:**
  - Recruiting of volunteers through platforms and events
  - Communication with volunteers before and after volunteering
  - Record keeping (name, email, hours volunteered, waivers, etc.)
  - Managing GivePulse
  - Work with the farm team on tasks for the volunteers
  - Speaking at events about volunteer opportunities
- **Communications:**
  - Plan and post social media posts
  - Photography of the farm
  - Graphic design, collateral, and presentations
  - Managing the website
  - Creating and sending bi-weekly newsletter
  - Contacting and securing press for events



### Qualifications:

- **Education:** Degree in nonprofit management, communications, marketing, public relations, or a related field is preferred.
- **Experience:** Experience with managing people and communicating in a professional manner.
- **Skills:** Organizational, communication skills, technical proficiency.
- **Personal Attributes:** Detail-oriented, creative, self-motivated, and passionate about the mission of the farm.

### Performance Goals:

- **Volunteer Recruitment & Retention:** Achieve targeted number of volunteers
- **Record Keeping Accuracy:** Maintain accuracy in volunteer records
- **Social Media Engagement:** Increase social media engagements
- **Graphic Design Quality & Content Creation:** Distribute high-quality collateral

**Schedule:** As this is a part-time role, the schedule may vary from week to week.

**Opportunities for Growth:** This role offers substantial opportunities for skill development and professional growth in the field of managing and communicating. Success in this role can lead to increased leadership responsibilities and further involvement in nonprofit planning.

**Compensation:** The compensation for the Communications and Volunteer Manager position is competitive and reflective of regional standards for similar roles.

Interested candidates should submit their resume and a brief email detailing their experience and passion for sustainable agriculture and community engagement to **Nikki Ringler, Operations Director**, at [nikki.ringler@cobblestonefarms.org](mailto:nikki.ringler@cobblestonefarms.org) by **September 6, 2024**.