



Community Advocate

At Shalom Farms we believe everyone deserves access to healthy food. We are a Richmond, VA based nonprofit working together to build healthy communities by growing and sharing healthy food. The food we grow is distributed through our network of programs and partnerships in communities where access to healthy food is limited. As a team, we are passionate about addressing the complex nature of food access issues, committed to being anti-racist and to understanding the systemic causes of injustice, and dedicated to bringing about meaningful change.

Community Advocates are leaders, ambassadors, and liaisons between Shalom Farms and the communities and neighborhoods we work in, with, and for; they are curious and motivated, engaged in the community, and interested in food justice and strengthening their communities. The purpose of the program is that those most impacted by city and state food policy are well informed about existing food justice and access programs, are at the center of decisions and priorities regarding existing and new programs, and help inform organizational strategy.

Community Advocates engage their neighbors in community conversations about food justice related issues, food policy and advocacy, and build awareness of Shalom Farms Mobile Market, other affordable sources of healthy food, and opportunities for involvement. Methods and activities might include focus groups, interviews and surveys, or informal community meetings and events. Primarily, the Community Advocates are relationship builders, advocates for the Mobile Market and other Shalom Farms programs, and work to elevate community voices and feedback to organizational strategy and leadership. This role works closely with the Mobile Market team and will report to and is supported by the Community Engagement Manager.

SCHEDULE

This is a seasonal position that runs from May through December, with five (5) hours per week. All Advocates will start with an organizational onboarding and orientation to our farms, distribution programs, and food justice basics and strategy, with Shalom Farms staff in partnership with the Richmond Food Justice Alliance. Weekly schedule will be co-designed with supervisor, and will include roughly 10 hours per month of staff meetings (3 hr/mo), Programs team meetings (1.5 hr/mo), supervisor check-ins and Advocate team meetings (1 hr/wk), and Programs Committee meetings (1.5 hr/every-other-month); most other hours will be self-directed.

KEY AREAS OF RESPONSIBILITY

- **Community Engagement (35%)**
Community meetings and individual communication, helping to spread the word about the Mobile Market and collecting community feedback and suggestions
- **Advocacy (10%)**
Help identify local and state-level opportunities for food systems advocacy, and engage organization and community as appropriate
- **Organizational Engagement (50%)**
Staff and team meetings, operating as community liaison and informing strategy and programs decisions
- **Financial (5%)**
Seek approval for and track expenses

Details

Community Engagement and Communication

- Work with Community Engagement Manager to determine structure, schedule, methods, and activities
- Identify and facilitate regular communication and community building activities, creating intentional engagement opportunities in which all members are able to communicate and express feedback honestly
- Share information with the community about the Mobile Market, Produce Rx, and other food access programs
- Share information about opportunities for engagement and ongoing learning, including farm tours, community events, and volunteer opportunities
- Meetings should be recorded or notes taken as appropriate, for ongoing learning, record keeping, and evaluation
- Attend community meetings as a Shalom Farms-community liaison/representative, with support as needed
- Communicate community needs and priorities to supervisor, team, full staff, and Programs Committee as appropriate

Advocacy

- Help identify opportunities for food justice and food systems advocacy at the local and state level
- As appropriate, engage community members in learning, supporting, and advocating for greater investment and favorable policies impacting their access to healthy food and improved health
- Help support existing community partnerships and identify opportunities to cultivate new ones related to expressed needs of community

Organizational Engagement and Communication

- Participate in regular and ongoing communication with Shalom Farms, including preparing for, attending, and contributing to team and staff meetings, committee meetings as appropriate, and regular communication with supervisor
- Organize and share all meeting notes that may prove significant in any future work

- In conjunction with Community Engagement team, develop system for communicating feedback from the community, including ideas for new collaborations and partnerships
- In conjunction with Community Engagement team, develop community engaged process for identifying community needs and priorities
- In conjunction with Community Engagement Manager, develop, manage, and track tasks and objectives
- Contribute to organizational programs strategy, and help identify related city and state advocacy opportunities
- Inform next iteration of Community Advocate position

Financial

- Identify and seek approval for any necessary expenses with Community Engagement Manager (including food, meeting space and scheduling, and printing and materials)
- Keep track of all expenses that are related to the program, and submit for reimbursement on a regular and timely basis

QUALITIES

- Strong interest in food justice and/or nonprofit direct service work
- Commitment to anti-racism and equity
- Flexible, creative, and solutions-oriented
- Positive attitude, willing and able to work independently and within a team environment
- Desire to grow in a position and acquire new useful and transferable skills

MUST HAVE / NICE TO HAVE

Must Have

- Ability to communicate with people in diverse communities
- Ability to attend organizational and community meetings in person (office and farm are on bus line)
- Ability and willingness to track hours, prioritize tasks, and facilitate community meetings
- Flexibility and initiative to create own schedule based on community need, including period weekends
- Open mind that is community oriented

Nice to Have

- Community organizing experience
- Desire to grow in a position and acquire new skills as needed
- Experience developing and organizing plans from inception to completion
- Proficient Spanish language skills
- Experience marketing and branding on social media
- Comfortable in community advocacy meeting and speaking on organizations behalf
- Experience working and/or living in and with communities experiencing food insecurity

COMPENSATION

This is a seasonal position that spans from August - December 15. Advocates will work an average of five hours per week (may vary slightly week to week), at \$20/hour.

To apply: send an email telling us about yourself, why you're interested in the position, and any relevant experience, to info@shalomfarms.org. Applications will be reviewed on an ongoing basis.