

COMMUNICATIONS ASSOCIATE

(PART-TIME)

JOB DESCRIPTION



ABOUT RIFPC

The Rhode Island Food Policy Council (RIFPC) is an independent statewide network with a mission to promote a more equitable, accessible, economically vibrant, and environmentally sustainable food system. We cultivate partnerships, develop and implement high-impact projects, and advocate for good food policy. We center equity in our work, which touches all parts of the food chain – production, harvesting, processing, distribution, consumption/access, and waste management. We operate with a collaborative professional staff, over 200 engaged and diverse council members, and hundreds more stakeholders from across the Ocean State. More information about RIFPC can be found at www.rifoodcouncil.org.

The RI Food Policy Council seeks a part-time (20 hr/wk) **Communications Associate** to help advance our mission by telling the story of Rhode Island's food system, engaging our Council and network, and building awareness and support for our policy priorities.

The primary objectives of the person in this role are to:

- Engage our community and keep people informed, active, and inspired in our work
- Raise awareness of RIFPC's policy priorities and programs
- Recruit participants for our convenings, educational programming, and advocacy campaigns
- Strengthen our reputation with state leaders, decisionmakers, partners, and funders
- Build and maintain a strong presence for RIFPC across digital and traditional media
- Ensure comprehensive collection and storage of all RIFPC earned media

The ideal candidate for this position will be:

- A good listener and an excellent writer
- Skilled in planning, creating and posting content on social media platforms
- Experienced in updating websites similar to RIFPC's (www.rifoodcouncil.org)
- Successful in securing media coverage for mission-based issues
- Highly organized, focused and attentive to detail
- An accountable and collaborative teammate
- A self starter who can manage projects independently
- Passionate about building equitable, sustainable food systems
- Knowledgeable about Rhode Island's food system and media landscape

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The Communications Associate will report to the Executive Director with a dotted line to the Operations Manager. They will take part in weekly staff meetings and will also communicate with Council, network, and board members occasionally.

This is a part-time, grant funded position working 20 hours per week at \$27,000 per year, plus retirement contributions. The position is currently funded through the end of 2027, with the possibility of extension beyond 2027 depending on the availability of continued funding. Most work will be conducted remotely, with most hours flexible between 9:00 am and 5:00 pm, Monday through Friday. This person will participate in virtual meetings throughout the week, with weekly interaction with the Executive Director and Operations Manager. Check-ins regarding priority content with full staff will occur once or twice a month. In-person meetings and events will occur at a rate of approximately two per month. The anticipated start date is January 4, 2027.

RESPONSIBILITIES

- Plan, write and distribute a bimonthly newsletter with staff input.
- Develop and maintain a consistent social media presence across RIFPC's platforms by planning, writing, creating, and scheduling posts in alignment with established communications priorities, organizational messaging, and guidance from the Executive Director and relevant staff.
- Gather and synthesize information from across the organization and from partners, working with staff to understand communications needs and priorities and translating them into assigned communications activities and content.
- Maintain our communications calendar.
- Write and distribute occasional press releases, in collaboration with the Executive Director (approximately four per year).
- Update and manage a statewide press list.
- Regularly update and maintain the RIFPC website with new content, resources, publications, and events, bringing larger content or structural questions to the appropriate staff member.
- Collect and organize all RIFPC earned media.
- Represent RIFPC enthusiastically and in a manner consistent with our mission and values when interacting with press, members, and external stakeholders.
- Attend and photograph RIFPC events and activities as needed.
- Participate in weekly virtual staff meetings and monthly in-person staff meetings.

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QUALIFICATIONS

Required

- Two or more years of experience working as a communications professional, managing social media platforms, websites, external communications, and press engagement
- Excellent verbal and written communications skills
- Strong organizational skills and attention to detail
- Ability to manage multiple projects, priorities, and deadlines independently
- Proficiency with common digital communications and office tools (Office Suite, Google Drive, Wordpress, Instagram, LinkedIn, Facebook, MailChimp, Basecamp, Canva, LinkTree)
- Ability to quickly absorb new information and translate complex ideas into clear, engaging communications for different audiences
- Experience engaging and communicating with diverse stakeholders
- Alignment with RIFPC's food system mission and values
- Ability and willingness to work collaboratively as part of a small, remote-first team

Preferred

- Existing relationships with RI media outlets
- Experience with graphic design and video production
- Knowledge of the Rhode Island food sector and media landscape
- Bachelor's degree

Additional Requirements

- Must be at least 17 years old
- Must be based in Rhode Island or Massachusetts
- A US Citizen, U.S. National, or Permanent Resident and able to provide documentation of citizenship
- Willingness to undergo a National Criminal History Background Check

Please note: We encourage applications from individuals who believe they possess the key competencies and can demonstrate ability to execute the responsibilities, even if you do not have every listed qualification/skill.

Individuals who want to apply should send a cover letter and resume to **jobs@rifoodcouncil.org** with “**Communications Associate**” in the subject line. Applications received before November 2, 2026 will be given preference.