

POTTSTOWN AREA FOOD COLLABORATIVE  
JOB DESCRIPTION

POSITION TITLE: Pottstown Area Food Collaborative Coordinator  
REPORTS TO: Pottstown Area Food Collaborative Executive Committee

**Summary/Objective:**

The Pottstown Area Food Collaborative is hiring a part time staff position to support collaboration and communication among collaborative members and community stakeholders, collect and organize data among collaborative members, social media development, and grant research and writing.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Under the supervision of the Pottstown Area Food Collaborative, the individual will:

1. Communicate with collaborative members to schedule meetings, document minutes, and coordinate projects among members.
2. Communicate with community stakeholders about collaborative efforts
3. Organize new and existing documents on google drive for use by collaborative members
4. Research grant opportunities and assist with grant writing
5. Develop social media platform to promote efforts of the collaborative and community.
6. Track and summarize outcomes data both quantitative and qualitative. Curate information related to the food system.

**Competencies**

1. Job knowledge
2. Technical capacity (Microsoft products, other web-based software)
3. Excellent written and verbal communication skills, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
4. Self-motivated
5. Good work ethic
6. Organization skills
7. Attention to detail
8. Self-management skills
9. Quantitative and Qualitative analysis skills

**Supervisory Responsibility:** None

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Job Description: Pottstown Area Food Collaborative Intern

**Position Type/Expected Hours of Work**

This is a part-time, temporary, hourly position for 20 hours/week. The duration of the appointment will be for one year and may be extended depending on available funding, and mutually agreed upon by both parties. This position is hybrid.

**Travel**

This position will require travel to some community meetings and community events in Pottstown.

**Required Education and Experience**

Education: High School Diploma/GED (Required), Bachelor's Degree in education, humanities, public administration, non-profit management, or other human services (Preferred)

Experience: Minimum of two years' experience working or volunteering in the non-profit sector or in other roles that involved cross-sector partnerships.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The PAFC Coordinator position will be a staff member of the Pottstown Cluster of Religious Communities. The Cluster has a commitment to diversity, equity, and inclusion, and all staff members must be willing to embrace this as an organizational priority.