

Communications Coordinator



Reports To: Associate Director

Hours: M-F, 20-30hrs/week (Part-time, Hourly)

Location: On-site with the opportunity to work from home

Feeding Our Communities Partners

2120 Howard Drive W, Suite J, North Mankato

ABOUT FEEDING OUR COMMUNITIES PARTNERS

Feeding Our Communities Partners (FOCP) has a mission to engage our community in solving youth hunger. We envision a community in which hunger is not a barrier to success and believe that feeding hungry youth allows for active minds during the school day.

FOCP's core hunger relief programs include: the Backpack Food Program (serving PreK-5 students), the Power Pack Program (serving grades 6-8), High School food pantry services, the Summer Pack Program for PreK-12 students, and the SummerTime Outreach Meal Program for PreK-12 students residing in area food deserts.

These programs, unique in scope and target audience, provide youth hunger relief on weekends, school breaks, and during the summer months. Collectively, FOCP programs serve over 1,300 students each at public, private, parochial, and homeschool in non-school districts in South Central Minnesota.

ABOUT THIS POSITION

The Communications Coordinator plays a key role in FOCP's communications strategy—creating content, supporting digital and print communications, and building media and community relationships. Collaborating with stakeholders, this role turns FOCP's impact into stories that reach donors, volunteers, families, and the community. This is a great fit for someone who thrives on juggling strategic planning with hands-on content creation and enjoys being the voice behind an organization's public identity.

RESPONSIBILITIES INCLUDE

Communications Strategy & Planning

- Help develop and implement FOCP's communications plan (messaging, audiences, channels, evaluation).
- Coordinate communications timelines across programs, campaigns, and events.
- Ensure all communications reflect FOCP's mission, voice, and brand standards.

Content & Copywriting

- Copywriter for social media, e-newsletters, website, fundraising materials, annual reports, and other communications.
- Craft content that showcases FOCP's programs, impact, and community stories.
- Edit and proofread materials for accuracy, tone, and brand consistency.

Digital Communications

- Produce FOCP's monthly e-newsletter and manage social media/content calendars.
- Help maintain and update the website.

- Track and report on digital engagement performance.

Public Relations & Media

- Build media and PR partner relationships; respond to inquiries and coordinate interviews.
- Write and distribute news releases and media pitches.
- Track media coverage and PR opportunities.

Marketing, Campaigns & Community Engagement

- Assist with the development and execution of marketing campaigns for programs, fundraising, and events.
- Partner with staff/event committees on internal and external communications.
- Support fundraising initiative promotion and execution.
- Source stories and testimonials showing FOCP's impact on youth, families, and the community.

Other Leadership

- Partner with the FOCP team to develop strategic plans for the organization.
- Attend FOCP Staff Meetings and communicate departmental updates, schedules, and needs.
- Perform other duties as requested to further the mission and reach of FOCP.

QUALIFICATIONS FOR CONSIDERATION

EDUCATION/EXPERIENCE

- Bachelor's degree in communications, marketing, public relations, journalism, or a related field.
- Demonstrated experience in an organizational communications setting with hands-on experience in public relations, marketing, and communications strategy.
- Exceptional writing, editing, proofreading, and storytelling skills, with the ability to develop clear, compelling messaging for diverse audiences and communication channels.
- Demonstrated experience developing and executing integrated marketing and communications campaigns across digital, social media, email, print, website, and/or public relations channels.
- Ability to work independently while also collaborating effectively within a small, mission-driven team.
- Proficiency with Microsoft Office and Google Workspace; experience with graphic design, email marketing, social media management, and website platforms preferred.

PHYSICAL REQUIREMENTS

This position requires working in an office setting, with the opportunity to work from home. Occasional driving or time in the field is required. Ability to travel, as needed.

SALARY

The hourly pay will be commensurate with experience and education. Hourly range: \$24-\$26/hr.

BENEFITS

Feeding Our Communities Partners offers an employee benefits package to part-time employees that includes participation in a Simple IRA plan, paid holidays/a paid time off (PTO) program, and an annual incentive plan.

TO APPLY

Send resume and cover letter. Letters of reference are welcome. Please send all documents in PDF format to brianna@focpmn.org