

Community Engagement Coordinator

Jamestown Farmers Market

Full-Time | Includes Some Saturdays & Evenings

\$52,000 - \$60,000

About the Organization

The Jamestown Farmers Market (JFM) is a community-based program of St. Luke's Episcopal Church and dedicated to increasing access to fresh, local food while supporting small-scale farmers, food producers, and neighborhood entrepreneurs. Through programs such as the Saturday Farmers Market, Mobile Market, Collaborative Farm Share (CSA) program, food delivery programs and much more, the Market works to strengthen the Chautauqua Region's local food system and ensure that food is accessible to all. The Jamestown Farmers Market and St. Luke's continue to grow as a vibrant gathering place where food, neighbors, and opportunity come together.

About the Role

The Jamestown Farmers Market is seeking a creative, outgoing, organized, and community-minded individual to serve as our Community Engagement Coordinator. This role will execute marketing and communications for the Jamestown Farmers Market programs, and work to engage the community, both organizations and individuals, in supporting both food access and farmer and small business development. This full-time role is central to building relationships, amplifying our mission, and ensuring a vibrant, inclusive market experience for all. From storytelling and outreach to volunteer coordination and data-driven marketing, this position blends strategy with heart.

Mission: To provide affordable access to fresh food produced by local farmers

Vision: A healthy agricultural economy that feeds the local community

Key Responsibilities

Marketing & Communications

- Managing messaging and communication strategies while upholding brand integrity across all communications
- Serve as social media manager across platforms, ensuring consistent voice and engagement
- Craft compelling email campaigns to promote events, share stories, and invite community participation
- Capture, edit, and share videos for digital storytelling
- Organize and segment email lists for targeted outreach
- Design flyers, posters, and mailers for programs and events
- Maintain and update the website with fresh, relevant content
- Manage a small merchandise inventory and oversee online sales
- Prepare and place newspaper advertisements
- Write and publish blog content that reflects the market's values and impact
- Support the Food Access Manager with vendor communications and administrative tasks
- Serve as Staff Liaison to the Fundraising and Events Committee

Volunteer Engagement

- Develop targeted outreach to recruit volunteers for market programs and events
- Share program outcomes and impact data with volunteers to foster connection and purpose
- Use social media and public presentations to expand volunteer base

Community Outreach & Events

- Represent the market at tabling events and community gatherings
- Collaborate with the Advisory Council Committee to plan themed market events
- Assist with fundraising efforts and donor engagement
- Support sponsorship outreach and relationship management

Data & Impact

- Manage data collection software and ensure accurate reporting
- Analyzing data and impact of communications to track effectiveness (social media, websites, digital communications)
- Translate data insights into compelling stories and visuals for marketing and social media

Qualifications

- Relevant College degree preferred (Marketing, Communications, Business Management)
- Minimum 2 years of relevant experience in communications, community engagement, marketing, or nonprofit work
- Strong writing skills
- Strong graphic design and video editing skills
- Comfort with digital tools (MailChimp, social media, website CMS, data software, video creation software)
- Ability to work independently and collaboratively
- Availability for some Saturdays and evenings as part of a flexible hybrid schedule

What We Offer

- A mission-driven work environment rooted in food access, community connection, and local pride
- Opportunities to shape storytelling, outreach, and engagement strategy
- Hybrid Schedule: Opportunity to work from home 1-2 days a week
- Competitive Pay
- 4 Weeks PTO
- 5% base and another 4% match retirement
- Health Insurance Options
- Full Dental Insurance