



## THE COMMON ACRE

**Position:** Community Liaison

**Status:** Part time, seasonal March-Oct

**Hours:** 20 hours per week - flexible schedule with some evenings and weekends

**Compensation:** \$18-22 per hour Depending on Experience, produce share (valued at \$25/week)

**Reports to:** Executive Director, program leadership committee

**Job Summary:** The Community Liaison will play a critical role in helping to build a framework for community leadership and ongoing communications channels, and improving understanding of and support for this project. You will be responsible for the planning, coordination and implementation of a strategic community outreach effort in order to engage and build relationships with residents and organizations within a target area. This will involve planning and attending community meetings and events, facilitating community feedback processes, connecting with cultural anchors, and documenting outreach opportunities.

**Success on the Job:** To be successful in this position, the Community Liaison will need to work within an organizational culture that places high value on authenticity, trust, justice, creative thinking, rapid change, personal relationships, fun, imperfection, and collaboration. The Community Liaison will have autonomy in their work, and will need to be comfortable leading, making decisions, asking for feedback, identifying when they need additional support, and communicating transparently with a team.

Successful candidates must have strong networking, outreach, marketing, and time management capabilities, as well as exceptional communication skills and a strong understanding of the goals of this project. Candidates must be comfortable outreaching to individuals who speak English as a second language, and being in communities where English is not the dominant language. Candidates must live (or have previously lived and have a strong connection to) South Seattle.

**About Us:** The Common Acre is a 501c3 non-profit which restores relationships between people and the land through ecology, community, agriculture, and the arts. We work within communities and public agencies to revive marginalized land by restoring native plant and pollinator habitat. By nurturing a network of community gardens, we provide food, training, and shared green space for community members and pollinators.

**Background on this Position:** The Community Liaison is a new position designed to meet the needs of a growing organization. The Common Acre recently absorbed our longtime partner, Alleycat Acres, meaning we now operate four community farms and 3 restoration projects across the Puget Sound. This role is focused on engaging community in South Seattle in directing the development and activation of three project sites in Seattle's Central District, Rainier Valley, and Rainier Beach.



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As we grow, we want to increase awareness and use of the farms within our communities, and this takes intentionality and work. While this position remains seasonal, we hope to support a year round part time staff in the near future. In 2019 we will also pilot an internship program to provide direct operational assistance to the Community Liaison and Farm Coordinator.

### **Onboarding Process:**

Within the first few weeks, you will meet with the Executive Director and Farm Coordinator for orientation to project sites and to establish your project deliverables and timeline. Thereafter you will have a weekly meeting/ phone call to touch base but primarily work independently. You will continue to meet monthly with the the ED and Leadership Committee to report on your progress and give feedback. You will be given the opportunity to change and create new systems, but will be asked first to learn the current systems and contribute to tracking updates.

### **Responsibilities:**

- Identify relevant community groups and cultural anchors across project sites. Develop relationships, implement path towards partnerships, and track progress.
- Design and implement strategies for public direction and feedback (for landscape design features, public education events, etc) on green space activation
- Help guide Stakeholder Committee in citizen design process and Racial Equity Toolkit Review for programming
- Represent the organization at public events, including evening and weekend events on occasion.
- Coordinate outreach messaging/strategy/collateral for public events, distribute fliers
- Contribute to and help implement plans to engage stakeholders and volunteers

### **Desired Qualifications:**

#### Skills

- Developing compelling messaging and outreach strategies
- Public presentation skills which accommodate multiple audience types and non-English language proficiencies
- Organized, detail-oriented, creative, proactive, and dependable
- Proficiency in a non-English language; e.g., Spanish, Somali, Amharic, Vietnamese, Tagalog, Mandarin, etc.

#### Abilities

- Interacting professionally and with emotional intelligence with a range of people from diverse backgrounds and perspectives
- Strong understanding of race and social justice principles and impacts of systemic racism and oppression



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- Incorporating racial equity outcomes in program planning and policy development
- Working independently
- Learning new skills quickly
- Learning new technical systems
- Understanding the benefits of community involvement in planning, implementation, and evaluations of projects

### Experience

- Convening and building capacity for community leaders of color and community based organizations serving communities of color
- Knowledge of and passion for community building, gardening, food access, food justice, or food policy issues
- Developing multilingual outreach campaigns

**To apply:** Please send the following to [allison@commonacre.org](mailto:allison@commonacre.org) by Feb. 28, 2019

- Resume
- Cover letter detailing your qualifications and interest in the position
- Two professional references