Communications Manager
Part Time Position

About Apple Seeds

Apple Seeds is a nonprofit organization based in Fayetteville, Arkansas that works to educate and excite children about fresh fruits and vegetables while increasing access to healthy food. Our mission is to inspire healthy living through garden-based education. Apple Seeds offers experiential garden and culinary based activities through programs on our Teaching Farm, in schools, and through virtual formats reaching over 10,000 students a year. For more information about Apple Seeds, visit https://appleseedsnwa.org/.

Job Description:

The Communications Manager manages social media accounts, photography, graphics, and marketing pieces that tell the authentic story of Apple Seeds. This position reports directly to Development Director.

- **Manage all social media accounts** and create highly engaging content, design marketing materials as need (brochures, flyers, sponsorship package, event promotions, etc.), recognize grants and sponsors as scheduled, follow marketing and communications plan designed with Development Director, maintain and upkeep current photo collection.
- **Graphic Design**: create graphics in line with branding for various applications including programming, events, and fundraising.
- **Upkeep of Website**, manage ticketing platform, update with engaging photos and current content. Work with website designer for larger changes to website.
- **Public Relations**: public speaking to small groups, preparing presentations, creating media alerts & engaging in media relationships, engaging in opportunities to share Apple Seeds’ story to a larger audience. Leading tours and engaging in opportunities to share message of Apple Seeds.

Qualifications:

- Transparent and high integrity leadership
• Bachelor's Degree in related field of communications, non-profit management, graphic design, photography or related field preferred.
• 1-3 years of experience in social media, communications, photography, or graphic design.
• Experience with design software
• Proven project management skills
• Proficiency and excitement around managing social media accounts
• Passion for health, fresh foods, education, & the farm to table movement
• Self-driven, motivated, welcoming, and outgoing
• Excellent interpersonal skills, sense of humor, team player, creative, collaborative, and fun to be around
• Excellent organizational skills, ability to handle multiple priorities, willingness to learn from mistakes and grow.
• Strong public speaking skills
• Desire to grow and learn

Compensation:

Part Time Position: 20 hours/ week
Vacation: 40 hours
Sick Leave: 40 hours
Salary: $15,000 to $20,000

For More information please send a cover letter and resume to Jordan Lanning, jordan@appleseedsnwa.org