



## Network Assistant - Job Description

At Local Concepts, we believe that strong relationships and mutual trust form the solid foundation needed for meaningful social transformation. As our relationships grow and trust increases, opportunities emerge to align, collaborate, and accelerate transformational change.

Local Concepts is a social enterprise firm that works with values-based organizations, networks, and businesses to provide organizational and network development, program design, delivery and assessment, and communications, content and people management. We envision resilient, diverse, interdependent communities harnessing collective power to drive positive change across health, social, environmental, and economic outcomes.

We are looking for a dynamic person to serve as Network Assistant on our team. The Network Assistant will primarily provide network management support for the Chesapeake Foodshed Network (CFN). The Network Assistant will also provide some support for other Local Concepts projects, such as the Prices Fork Shared Use Community Kitchen and Local Concepts' programming as needed.

This is a 12-month, contract position for 25 to 35 hours/week with potential for growth into a full-time position. Salary is based on experience (\$20-\$25/hr). Occasional evening and weekend work will be required. This is a remote position, requiring a strong and reliable internet connection. It will also require reliable transportation to occasionally travel.

### Brief Client/Project Descriptions

#### [Chesapeake Foodshed Network](#)

Starting its fifth year, the CFN is a regional action network that is built on a foundation of equity and shared leadership. The CFN aims to catalyze connections and collaborations that build

a sustainable, resilient, inclusive, and equitable food system. The CFN works across the Chesapeake Bay watershed which spans six states and Washington D.C.



**CHESAPEAKE**  
FOODSHED NETWORK  
CATALYZING CONNECTIONS & COLLABORATIONS

Working closely with the Network administrators and Network leadership, the Network Assistant will support a variety of Network administration, outreach, and communications engagement efforts.

Local Concepts provides network management and development assistance to the CFN. We facilitate the Steering Team and other work groups, providing a wide range of support services, including branding, outreach (website, social media, email marketing), program and event development (in person & virtual via webinars and video conferencing), governance/organizational development, and grant writing.

### ***Price's Fork Shared Use Community Kitchen***

The Prices Shared Use Community Kitchen seeks to incorporate a shared-use commercial kitchen and storage areas into an existing building that was used at one time as a grade school in Blacksburg, VA. Local Concepts will assist the kitchen project team in implementing the community kitchen project design.

Local Concepts provides:

- Branding and outreach development
- Community organizing and meeting facilitation
- Operations manuals and document development
- Equipment procurement and permitting

### **Primary Responsibilities**

- Provide administrative and facilitation support including note-taking, meeting organizing, and organization
- Support communications efforts:
  - Work collaboratively on a variety of publications (e.g CFN publications: *The Hive - Resources for Food System Changemakers*, *Week End Update*)
  - Update CFN website (Wordpress)
  - Manage Google Groups
  - Assist with Social Media (Facebook, Twitter, LinkedIn, Youtube, blog)
  - Develop, implement, and manage virtual, print, and in-person communication and engagement efforts for the Network. Assist in design, production and distribution of all outreach materials (e.g brochures, e-newsletters, factsheets, etc)
- Assist in developing innovative strategies to promote and raise awareness of the CFN and other projects
- Facilitate connections and partnerships among food system actors
- Plan and deliver programs and events
- Provide strategic solutions to advance the development of the Network and other projects

## **Required Qualifications**

- Experience in a variety of web, social media and design tools
- Self-motivated and forward thinking
- Demonstrated ability to work independently and collaboratively on multiple teams
- Excellent interpersonal communication skills including the ability to work with individuals and organizations from diverse backgrounds
- Ability to assess, plan and implement projects, and to manage and prioritize across multiple tasks
- Willingness to learn and openness to trying new things
- Strong administrative and organizational skills with careful attention to detail
- Strong oral and written skills
- Experience and/or interest in equity and social justice work

## **Desired Qualifications**

- Some experience in food systems work
- Experience using Adobe's Creative Suite and/or Canva
- Experience designing websites with Wordpress
- Experience using Mailchimp
- Experience using Google Drive and Google Groups
- Experience building or actively facilitating an online community
- A sense of humor

## **Application Instructions**

Please submit a resume, references, and a cover letter telling us why this position is perfect for you to [LocalConceptsLLC@gmail.com](mailto:LocalConceptsLLC@gmail.com). Attn.: Network Assistant

The position is available immediately. All qualified applicants will be considered regardless of race, ethnicity, gender identity, sexual orientation, or religion. Applications due October 1, 2018.