

Job Opportunity: Be a Change Maker, join our team as Community Relations Coordinator



About Organization

Levo International, Inc. (Levo) is a startup, non-profit food security and economic development organization. Its mission is to create food security solutions that create economic leverage to build stronger communities through partnership and innovation. Our model focuses on partnering with communities to identify problems and use those problems to drive solutions. Levo currently has operations in Connecticut, Puerto Rico, Jamaica, and Haiti.

Position

Join an organization that is committed to positive change for your neighborhood, led by people from your neighborhood. You will be a leader in Levo's innovative Community Supported Agriculture (CSA) program, which is the core of its sustainable change model for the city of Hartford. The *Community Relations Coordinator* (CRC) will coordinate growers and subscribers in the Levo Hartford CSA program. Working collaboratively with other team members, the CRC will ensure clear communications and effective operations of this important food security project. This is an 11-month, full-time position offered in cooperation with Americorps and LISC.

Key Responsibilities

- Identify and recruit new participants in the Levo CSA, Hartford;
- Assist in the "onboarding" of new participants;
- Manage regular communications (phone, text, email, online, and in-person) with all CSA participants;
- Host regular events for the collection and/or distribution of produce;
- Coordinate monthly meetings of the grower community;
- Prepare reports on weekly and monthly activity;
- Fulfill Americorps meeting/reporting requirements;
- Other projects as assigned.

Qualifications

- Excellent communications skills (one on one and in groups);
- Strong ties to and cultural competence in the CSA grower community neighborhood(s);
- High school degree (some college preferred);
- Strong familiarity with business software (such as Microsoft Office suite);
- Commitment to the Levo mission.

Compensation and Benefits

- \$21,000 (for 11 months)
- \$6000 Education Award
- Training
- Leadership Development

Deadline and Application Process

- Position begins April 1, 2023
- Send letters of interest to admin@levointernational.org
- Application available at our website, levointernational.org/jointeam
- Role open until filled