



Marketing & Event Manager

Columbia Pacific Food Bank is seeking a part-time Marketing & Event Manager to be responsible for the following:

- Administration, marketing, planning, management and execution of the Food Bank's fundraising events and food drives.
- Cultivating sponsors, donors and volunteers for the food bank's four quarterly events and several food drives throughout the year.
- Being the main contact with event venue staff and volunteers.
- Being the lead Volunteer Coordinator for quarterly events
- Delivering clear, consistent communications to the community for the purpose of increasing awareness of the food bank's services, in addition to cultivating sponsorships, donations and event attendance. Communications are distributed through the following channels: Facebook, our website, our newsletter, direct mail and Instagram.

This position is an exempt, part-time position based at our location in St Helens, Oregon. Hours are generally scheduled Monday-Thursday, 8:30am-2:30pm, with extended hours on weekends and Fridays during quarterly fundraising events.

About Us:

Columbia Pacific Food Bank (CPF) is the regional food bank located in St. Helens. We participate in the Oregon Food Bank Network of Regional Food Banks. Our own distribution network includes partner agencies in Vernonia, Scappoose, St. Helens, Rainier and Clatskanie.

Founded in 1998, the Columbia Pacific Food Bank distributes an average of 16 tons of food each week throughout the county via food pantries; community meals; senior centers; and backpack, brown bag, domestic violence and children's programs.

Our Mission: To provide access to healthy food and resources

Our Vision: To end hunger in Columbia County.

What We Do:

Food Distribution: We distribute food throughout the county so that those in need have access to healthy, nutritious, food.

Nutrition Education: We provide access to resources such as nutrition education, cooking classes and gardening classes.

Economic Development: We support economic development within the county to create family wage jobs as a long-term solution to overcoming food insecurity.

Advocacy: We provide advocacy centered on hunger issues.

We Accomplish Our Mission By:

- Soliciting, collecting, preparing, and packaging food for distribution through our network of partner agencies and programs.
- Working to fight hunger's root causes through education, public awareness, and community advocacy.

We serve 1 in 4 individuals in Columbia County through our programs. 31% of our clients are children, 41% are adults, 22% are seniors, and a large percentage of our clients are working families.

Our Company Culture:

As a social-impact and mission-driven organization, our culture is inclusive, diverse and unique in its own way. We are all passionate about our individual set of skills, gifts and talents that collectively come together to support our mission and vision. Our company culture is:

- **Progressive** - We are committed to challenging the status quo of the traditional workforce and business as usual. We are committed to growth, innovation and doing things differently. We value creativity, the pursuit of knowledge and the sharing of expertise that results in social justice. As resources permit, we seek to provide opportunities for employees to learn and grow personally and professionally. We maintain an environment of creativity and innovation in the pursuit of excellence.
- **Inclusive** - We are deeply committed to investing in diversity and inclusion, and creating an inclusive workplace culture that fosters psychological safety for everyone. We acknowledge that and respect different socioeconomic identities and everyone's lived experiences. Therefore, we value active listening and learning; and greatly appreciate

the worth and diversity of all key stakeholders - including our staff, our clients, our donors, our agency partners and our volunteers.

- **Sustainable** - We are committed to being good stewards of our resources, creating new ways to improve our services and effectively utilizing community support that sustains our work. We are also committed to the mental, emotional, physical and psychological well-being of our employees. Therefore we honor rest over hustle culture, and you will get sub-zero brownie points for working on a Sunday.
- **Flexible** - We offer a flexible work environment, and a generous PTO policy because, let's face it - life happens and nothing ever goes according to plan.
- **Casual & Humorous** - Ditch the corporate suit and tie. Wear a trucker hat, jeans and your favorite T-shirt in the office. We take our work seriously and we balance our work with fun - including injecting a lot of humor and real-life talk into our daily team conversations.
- **Collaborative** - We believe in the importance of our mission and that only a united and committed workforce can fulfill that mission. Therefore we embody a spirit of collaboration over competition. Our volunteers, our donors, our staff, our board members and our partner are the life force behind the day to day operations of our organization, we could not do this work without each other. We value and acknowledge the diverse talents, backgrounds, passions, contributions and abilities of our entire community.

Job Information:

Qualified Applicants will have:

- Ability to work in variable settings responding to many concurrent activities and needs
- Ability to work effectively with people from diverse backgrounds and understand the needs of low-income families and individuals while maintaining compassion.
- Ability to work independently and as part of a team.
- Ability to obtain food safety certification.
- Ability to move and lift supplies and equipment weighing up to 50 pounds.
- Ability to pass a criminal background check.
- A valid Driver's License.
- Ability to use your personal vehicle for CPF B business.
- Good oral and written communication skills.
- Strong interpersonal and conflict resolution skills.
- Flexibility, creativity and a strong work ethic
- A mission-focused, self-starter personality
- Commitment to serving vulnerable populations and ending hunger.

Your Skills and Experience Include:

- Education: Bachelor's Degree is preferred, but a minimum of 3-5 years experience in special events, nonprofit events or related areas may be substituted.
- 3-5 years of project management experience.
- Ability to manage multiple projects simultaneously with attention to detail, ability to navigate interruptions, and maintain focus on tasks and produce accurate work.
- Experience effectively working with and training volunteers.
- Proficiency with Microsoft Window and Office environment (Word, Excel, Access, Outlook) and standard office equipment.
- Knowledge of and proficiency with Google Workspace
- Strong technical ability including familiarity with graphic design, Canva, Wordpress, Mailchimp or relevant email marketing CRM
- Knowledge of English grammar, spelling and usage.
- Ability to write concise and engaging content for social media, website, email marketing campaigns, newsletters, annual reports and donor correspondence
- High level of flexibility and the ability to adapt to changing conditions and shifting demands.

Key Responsibilities:

Event Coordination:

- Research, cultivate and solicit new and existing donors to support special events and secure sponsorships
- Be a positive representative for Columbia Pacific Food Bank with the community, staff and volunteers
- Support communication and coordination with event vendors, sponsors and donors
- Plan the logistics of the event including project planning and execution, while following the event budget.
- Create event marketing materials including signs, programs, and handouts.
- Produce event promotions on the Canva platform and distribute on social media using Meta Business Suite
- Maintain and /or create a project management system of all Standard Operating Procedures (SOPs) of all special event timelines, action items and future plans.
- Be the key associate at special events including preparation, set-up, event execution and tear-down.
- Perform gift processing and donor tracking in software.
- Track event attendees and maintain attendance records for special events. Utilize software to streamline event registration, check-in, purchases and check-out.

- Major donor development: Works to steward potential new major sponsors and donors.
- Maintain and update the Food Bank website with new event information and news updates as needed
- Devise and execute email marketing campaigns with Mailchimp that will help to increase awareness of upcoming fundraiser events,
- Taking the lead on volunteer event coordination, including recruiting volunteers and maintain a volunteer database for special events

Fundraising/Food Drives:

- Manage logistics of all food and funds drives including working with volunteers and service groups.
- Manage food drive details.
- Manage and update event procedures, timelines, and duties.
- Participate in fund-raising events.
- Increase communication and collaboration between local producers, organizations, and other stakeholders.
- Initiate event planning meetings with stakeholders.
- Practice good stewardship of agency resources.
- Perform other job-related duties as deemed necessary or as assigned

Working Conditions:

Work is typically performed in an office environment inside and outside of CPF's facility in St. Helens, OR.

- Frequent use of phones to communicate with stakeholders and extended time sitting in front of computer screens.
- Regular bending, squatting and reaching at or above shoulder level to retrieve supplies.
- Continuous use of hands in repetitive tasks; finger dexterity to perform various clerical duties and data entry.
- Exposed to potentially hazardous conditions in the warehouse area.
- Some walking and lifting associated with meetings and travel.
- Occasional work outside of normal working hours, such as evenings and weekends. Occasional overnight travel.
- Periodic warehouse work and ability to lift 50 pounds.

This job description does not list all the duties of the job, and you may be asked to perform other duties.

What We Offer:

- \$2500 - \$3100/monthly salary, depending on experience
- Generous PTO policy, including paid federal holidays

How to Apply

To apply, please send your cover letter, resume, and list of 3 references (names, position, relationship, and email address) **in a single PDF** to Alex Tardif, Executive Director at alex@cpfoodbank.org with the subject line “CPFB Marketing & Event Manager.”

Please include your name and preferred pronouns on all documents. In your cover letter, please speak to how your experience and qualifications match what we are looking for in this role. Your cover letter is your best opportunity to stand out from other candidates and demonstrate why you are the right person for the job.

Please also note: We will not contact your references without notifying you first.

Folks who are queer, trans, non-binary, people of color, disabled, parents, and are/have been system impacted, are immigrants, and anyone who has experienced systemic oppression or gender-based violence are encouraged to apply.

The Interview Process

1. The Executive Director reviews your resume.
2. If we determine that you are a good candidate for the position, we'll contact you to schedule an interview.
3. You'll participate in an interview with our Executive Director, board members and community members who are key stakeholders within our organization.
4. The team reviews all feedback.
5. We make a final decision and notify you.

Location

- In-person at our facility in St Helens, Oregon with the option of remote work once per week.

Details

- Applications are reviewed on a rolling basis.
- Anticipated start date: This position will remain open until filled. We are looking to fill the position immediately.

Employment Type

- Exempt, part-time position (24 hours per week)

Position reports to

- Executive Director

Columbia Pacific Food Bank strives to be an equity focused, inclusive employer and stands against inequality, inequity, injustice, hate, discrimination, and systemic racism.

We are deeply committed to investing in diversity and inclusion, and standing up for what is just, inclusive, loving & equitable.

Columbia Pacific Food Bank is a proud member of Feeding America and the Oregon Food Bank Network.