



## Grocery Walk Organizer

DC Greens, a non-profit organization that uses the levers of food education, food access, and food policy to advance food justice in the nation's capital, seeks a Grocery Walk Organizer. The Grocery Walk, organized by DC Greens and local partners, will take place on Saturday, October 14th, 2017 in Southeast DC.

The Grocery Walk highlights that 1 in 7 District households struggle with food insecurity and communities East of the River lack places to buy fresh affordable food. We aim to mobilize a broad, grassroots network of local community members, decision makers, and advocates who believe access to healthy food is a human right and that the DC government needs to continue investing in access to healthy food for all. DC Greens is seeking an experienced event organizer who will help make The Grocery Walk a success.

### Position Summary

The Grocery Walk Organizer will support preparation and day-of coordination for The Grocery Walk. The event will include a march from the Ward 8 Giant Supermarket to the Anacostia Metro station. At the end of the march, DC Greens and partner organizations will organize a Resource Fair to include a schedule of guest speakers, tabling opportunities, snacks & refreshments, and entertainment.

The Organizer will report to the Volunteer Coordinator, and will be responsible for recruiting, training, and organizing volunteers for the event and for grassroots community outreach. The Organizer will also help manage day-of Walk logistics and lead Resource Fair activities.

### Time Commitment

This is a temporary position from September 18, 2017 to October 16, 2017. The Organizer will work remotely as well as from the DC Greens office in Dupont Circle. Applicants must be available evenings and weekends, as well as during the following meeting times:

Weekly on Tuesdays from 12:00-2:00 PM

Tuesday, September 19 : Ward 8 Health Council Meeting, 10:00 AM - 12:00 PM

Sunday, September 24 : Volunteer Launch event, 2:00-4:30 PM

Thursday, September 28 : Spokesperson Training, 2:00 - 4:00 PM

Sunday, October 1 : Community Outreach Day, 1:00-5:00 PM

Saturday, October 14 : The Grocery Walk, 8:00 AM - 3:00 PM

Meeting times are subject to change and attendance at additional meetings may be required. Additional hours beyond meeting attendance will vary weekly and will be determined based on the Organizer's work plan developed in collaboration with DC Greens staff.

## **Responsibilities**

- Attend partner organizing meetings in preparation for event
- Support digital & grassroots outreach efforts to recruit volunteers and event attendees
- Manage grassroots volunteer recruitment, training and coordination to support with canvassing, phone banking, marshaling, and Resource Fair activities
- Help prepare and execute a detailed outline of the event run-of-show
- Lead day-of coordination of the Resource Fair, including equipment and tabling set up, schedule of events/speakers, and break down
- Work in a professional and collaborative manner with DC Greens staff, partner organizations, and community groups supporting the event

## **Qualifications**

- 1-3 years of experience organizing and working with volunteers
- Experience managing outdoor events with over 500 attendees
- Ability to effectively manage multiple tasks at one time
- Ability to work in an independent and unsupervised environment
- Excellent interpersonal and customer services skills
- Previous community organizing experience in DC, particularly in Wards 7 & 8, preferred

## **Requirements**

- Access to a personal smartphone, laptop device, and internet
- Ability to lift up to 50 lbs and work in an outdoor setting with long periods of standing and walking

**Compensation:** This is a temporary employment opportunity position with a flat rate of \$2,400.00, plus a one-time transportation stipend of \$75.00 and a one-time cell phone stipend of \$75.00.

## **How to Apply:**

DC Greens is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bicultural individuals, as well as women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status.

If interested, email a cover letter and resume to [hiring@dcgreens.org](mailto: hiring@dcgreens.org). Please put "Grocery Walk Organizer" in the subject line and save your cover letter and resume as a single attachment labeled "LAST NAME, FIRST NAME\_Application." Applications will be accepted on a rolling basis and applicants must be available for a start date of September 18th.