



Community FarmShare
Email: info@communityfarmshare.org
Phone: (301) 377-4267
www.communityfarmshare.org
EIN: 86-1311884

Position Title: Communications Manager, part time

Organization: Community FarmShare

Location: Montgomery County, MD

Reports to: Executive Director

ABOUT COMMUNITY FARMSHARE

Community FarmShare (CFS) is a 501(c)(3) food systems focused nonprofit with a dual mission of addressing nutrition insecurity and supporting local small scale farms to build a connected, equitable resilient food system.

Community FarmShare operates a farm produce aggregation hub in Gaithersburg, MD where we purchase nutrient dense produce from over 20 local small scale organic, regenerative, and naturally grown vegetable and fruit farms. Through this model, we operate both our Farm to School Program (F2S) and Food is Medicine (FIM) programs to address food insecurity in our communities.

In 2025, we ran 8 mobile farm markets to deepen our healthy food access mission. The mobile markets are essentially a pop-up farm stand with a refrigerated truck that we bring to various community locations at regularly scheduled days and times (near healthcare providers/community clinics and schools) to make our Food Is Medicine and Farm to School programs more accessible in communities where fresh produce access is otherwise lacking.

POSITION SUMMARY

We are seeking a creative and strategic **Communications Manager** to serve as our organization's chief storyteller. You will be responsible for raising awareness of our mission, amplifying the impact of work on communities, local farmers, food systems and engaging our diverse community of donors, partners, and volunteers across Montgomery County.

KEY RESPONSIBILITIES:

- **Strategy & Branding:** Develop and execute a comprehensive annual communications plan that aligns with CFS goals, ensuring a consistent brand voice across all digital and print platforms.

- **Content Creation:** Draft and design high-quality content, including monthly newsletters, impact reports, and promotional materials for programs such Farm to School and Food as Medicine and operations through our aggregation hub and mobile farm markets.
- **Digital Presence:** Manage the CFS website and social media accounts (Instagram, Facebook, LinkedIn), utilizing data-driven insights to grow engagement.
- **Media & Community Relations:** Act as the primary point of contact for local press and coordinate outreach for mobile market events, volunteer recruitment and tabling events.
- **Storytelling:** Work closely with program staff and local farm partners to capture compelling stories of community health impact and regenerative agriculture.
- **Fundraising Support:** Collaborate with the development team to create persuasive messaging for donor appeals and grant applications.

QUALIFICATIONS

- **Education:** Bachelor's degree in Communications, Marketing, Public Relations, or a related field.
- **Skills:**
 - Exceptional writing, editing, and verbal communication skills.
 - Proficiency in digital tools (e.g., Canva, SquareSpace, Mailchimp, and social media analytics).
- **Passion:** A deep commitment to local food systems, food equity, and community wellness.

COMPENSATION

- \$35,000 part time to \$55,000 full time
- 2 weeks paid time off for full time, during the off season
- 10% of salary contribution to healthcare plan

To Apply:

Rolling Applications. Please submit Resume and Letter of Interest to:

Jennifer Freeman
 Executive Director, Community FarmShare
jennifer.freeman@communityfarmshare.org