



## **Communications & Development Specialist**

**Contract Period:** October 1, 2026 – March 31, 2027

**Hours:** Approximately 15 hours per week

**Rate:** \$36/hour

**Status:** Temporary Independent Contractor

### **Position Overview**

Connected Chef is seeking a temporary Communications & Development Specialist Contractor to support the execution of Fall 2026 communications and fundraising efforts, with a primary focus on Connected Chef's Solidarity Gala, Giving Tuesday Campaign, and Community Resource Fair.

This is primarily an execution-focused role, with opportunities to provide strategic marketing insight based on campaign performance, audience response, and lessons learned throughout the contract. The contractor will be responsible for carrying those plans through to completion across Connected Chef's digital communications platforms and mapping outcome metrics to tangible results.

This role requires regular in-person engagement with Connected Chef's programs, staff, and events in Woodside, Queens. Connected Chef holds mandatory in-person team meetings on Tuesdays from 12:00 to 2:00 p.m., and the contractor will be expected to attend these meetings, as well as agreed-upon campaign meetings, priority events, and other in-person activities necessary to successfully complete the contracted work. Outside of these required in-person commitments, the contractor will retain flexibility in determining where and when the remaining work is completed, subject to agreed-upon deadlines and deliverables.

### **Qualifications**

This role requires a self-starter who is highly organized, reliable, and able to thrive in a collaborative environment. Being connected to grassroots and mutual aid work related to food justice and food sovereignty in New York, especially Queens, is a plus but not required.

- Experience working with nonprofit organizations; experience with mutual aid or community-based organizations is a plus.
- Demonstrated experience developing or contributing to marketing strategy, with the ability to connect campaign execution, audience engagement, and performance metrics to broader organizational goals.
- Exceptional verbal and written communication skills.
- Demonstrated initiative, self-motivation, problem-solving skills, and follow-through.
- Experience supporting fundraising, development, event promotion, or donor communications is strongly preferred.

## Responsibilities

- Execute promotional and fundraising communications related to event attendance, donations, sponsor recognition, partner amplification, and post-event follow-up.
- Spend regular in-person time with Connected Chef staff, programs, and events in order to develop the organizational and programmatic context necessary to accurately represent Connected Chef's mission, values, and work.
- Execute established communications plans and content calendars for the three priority campaigns.
- Track campaign performance, including social media, email, and fundraising engagement, and provide weekly updates.
- Bring a strategic marketing perspective to campaign execution, identifying patterns, opportunities, and lessons that can inform Connected Chef's 2027 marketing strategy.
- Prepare and distribute campaign-related emails and newsletters.
- Coordinate with Connected Chef staff to obtain necessary content, assets, approvals, and event information, incorporating edits and feedback from team members as needed.
- Maintain an organized handoff of campaign files, completed work, and outstanding tasks at the conclusion of the contract.

## Scope of Role

The contractor is responsible for executing established communications and development plans rather than owning Connected Chef's broader marketing or fundraising strategy. Within that framework, they will manage day-to-day execution, make routine content decisions, flag issues, and bring a strategic marketing perspective to campaign performance and future opportunities. The contractor will be expected to share recommendations and insights that can inform Connected Chef's development of its 2027 marketing strategy, while final strategic decisions remain with organizational leadership.

The role will primarily support the Solidarity Gala, Giving Tuesday, and Community Resource Fair, with additional communications needs assigned as capacity allows. Success will be measured by timely, accurate completion of campaign deliverables, responsiveness to feedback and deadlines, and effective coordination with staff.

## To Apply

Please send a resume, answers to the application questions, and one writing sample as detailed below. Please combine all application materials into one PDF document titled "**LastName, FirstName Communications Specialist Application**" and email the completed packet to [julia@theconnectedchef.org](mailto:julia@theconnectedchef.org).

## Questions:

On Time Management and Prioritization

1. This position is approximately 15 hours per week and will support three major campaigns during a short contract period. How would you approach prioritizing your time when campaigns are running concurrently? Please give an example from your previous work.
2. It is two weeks before the Solidarity Gala. You have been asked to send a promotional email, publish three social posts, update the website, and coordinate the sponsor recognition assets to be sent to Triboro Printing asap. You are waiting on copy from the Programming Department and photos from two staff members, and leadership has not yet

approved the email. You have approximately 8 hours available to work that week. How would you approach the week? What would you prioritize, and what would you flag to your manager?

#### On Tracking Performance

3. We do not engage in much paid media. Much of the marketing and advertising we do is word of mouth and using organic channels. How have you measured the success of a communications, fundraising, or event promotion campaign? What metrics did you track, and how did you use the results to inform your work?

#### On Our Mission and Community

4. What aspects of our mission and the community we work with align with your experience and/or professional pursuits?
5. Much of our work happens in Western Queens. What knowledge do you have of the borough? It is not a disqualification if you have limited knowledge of Queens.

**Writing Sample:** Please submit one writing sample that demonstrates your ability to communicate with a public audience. Examples include 2-3 social media posts, a newsletter or email campaign, or a blog post or article. If possible, briefly indicate your role in creating the piece and the intended audience. Please disclose if and how you used AI to produce this work.

#### About Connected Chef

[Connected Chef](#) is building a transparent, dignified, and sustainable food ecosystem where farmers thrive, families have agency, and communities shape the future of food access. Through affordable food distribution, direct farm partnerships, and food justice programming, Connected Chef advances community-led solutions that address food apartheid, pricing inequities, and barriers to fresh food access. By investing in community leadership and equitable food systems, Connected Chef helps ensure historically divested communities have lasting access to fresh food, education, and resources.