

Job Title: Interim Digital Content Specialist
Department: Communications
Reports To: Manager of Marketing and Communications
Classification: Temporary, Part-Time (30 hours), Non-Exempt
Location: Concord, CA

Who We Are

For 50 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The Digital Content Specialist (social, email, web, graphics) supports the Food Bank's digital content strategy and creative production. This role manages the planning, creation, and distribution of engaging content across all digital platforms, including social media, the website, email marketing, and online advertising, to inspire audiences, strengthen brand awareness, and deepen community support for the mission.

Essential Duties and Responsibilities

- Oversees the Food Bank's digital presence, ensuring each platform has a distinctive voice and tailored content that supports audience engagement and mission impact.
- Ensures cohesive storytelling and brand consistency across all content, including social media, email marketing, the website, and online advertising.
- Collaborates across departments to create targeted digital communications that deepen donor engagement, support fundraising goals, and attract new audiences.
- Builds and maintains SEO strategies, optimizing keywords and digital content for visibility and reach.
- Supports writing, designing, and deploying marketing emails that drive engagement, conversions, and donor retention across fundraising campaigns, events, and stewardship communications.
- Provides graphic design for marketing materials, social media graphics, email templates, web graphics, and campaign collateral to maintain brand consistency and visual excellence.
- Captures content at distribution sites, member agencies, warehouse operations, and special events to maintain a robust and up-to-date photo/video archive.
- Captures and edits video and photography for content, including social media, email marketing, the website, and print collateral.

Qualifications

- Bachelor's degree in Communications, Media Production, Digital Marketing, Film/Video Production, or a related field; or equivalent combination of education and experience required.
- 3-5 years of professional experience in digital media production, content creation, or creative marketing.
- Demonstrated experience producing and managing video, photography, and multimedia content from concept to delivery.

- Experience managing digital content strategies across social media, websites, email campaigns, and online advertising.
- Proven experience writing marketing emails with strong results in engagement, click-through rates, and conversions.
- Proficiency in graphic design with the ability to create on-brand marketing materials, social graphics, and digital assets.
- Experience working in a nonprofit, mission-driven, or community-based environment preferred.
- Strong technical experience with major social media platforms, back-end website experience, Google analytics, and email creation systems required. We use Pardot.
- Excellent writing and editing skills with ability to translate data into a compelling written solicitation for a variety of audiences required.
- Demonstrated proficiency with Microsoft Office Suite, Adobe Suite, and WordPress required.
- Ability to speak effectively and professionally before groups of clients, employees, and the general public demonstrating cultural sensitivity.
- Excellent project management and organizational skills; ability to handle multiple deadlines.
- Valid California Driver's license and insurance and ability to be insured under the Food Bank's auto insurance required.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

Compensation and Benefits

This is a part-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$40 per hour.

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "**Digital Content Specialist**". Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Avenue
Concord, CA 94520**

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: <http://www.foodbankccs.org/careers>