



FirstFruits Farms LLC
1111 Fishhook Park Road Prescott, WA 99348

Announcement: Seeking an experienced professional in communications or related field to join a dynamic, multidisciplinary team to expand FirstFruits Farms LLC capacity to serve its growing workforce. Ideal candidate will be bilingual (English and Spanish) and have at least 2 years of experience in communications or human resources. The position requires excellent team building, communication, hosting, and organizational skills.

Job Description – Communications Specialist

FirstFruits Farms LLC is one of the largest tree fruit companies in Washington State – growing, packing, shipping, and marketing over 6 million boxes of apples a year. FirstFruits Farms LLC pursues a faith-based, socially responsible business agenda, promoting social, economic and spiritual development opportunities for all of its employees and families.

The Communications Officer coordinates and facilitates FirstFruits Farms' communications to both its internal and external audiences. Emphasis is placed on ensuring accuracy of all materials and messaging consistent with the company's mission, vision and values, while also facilitating a team communications strategy where the position encourages others within the company to lend their voice.

The position's overall responsibility is to enhance the organization's communications capacity. Through a variety of means the Communications officer seeks to have:

- all staff better informed and more capable of communicating themselves,
- all media be of professional quality, accurate and accessible
- the broader public better aware of the company's mission, vision and philosophies and the value of each person in fulfilling those goals.

This position is a member of the HR team and reports to the Director of HR & Corporate Responsibility.

Specific Duties include:

- 1) **General Communications:**
 - a) Works with various managers to help educate employees, partners and visitors around the company's mission, vision and values.
 - b) Utilizes all strategies to share current information, ensuring that staff, managers and the various FirstFruits Farms' entities are increasing their understanding of their role, the company's efforts and each other.

- c) With the appropriate Directors and Managers, ensures that the general public has access to current information regarding FirstFruits Farms LLC and its various ministries.
 - d) Assist the Director of HR in coordinating the company's Corporate Responsibility goals and strategy.
- 2) Communications Materials: Maintain all documents distributed to visitors and staff; coordinates with appropriate managers to ensure materials are relevant and up-to-date.
- a) Media/Brochures: Work with communications committee to help develop and maintain
 - b) Social media & Web site: work with the communications committee to update and continuously develop our Social Media and Internet presence.
 - c) Newsletter: responsible for the production of a monthly newsletter (with assistance of FirstFruits Farms LLC' managers and the communications committee)
 - d) Holiday communications
- 3) Recruitment and On-boarding:
- a) Through online and traditional media advertise job opportunities as appropriate for both hourly and salary position.
 - b) Guide and facilitate managers' involvement in filling their salaried position
 - c) Ensure appropriate on-boarding for new salaried position, inclusive of orientation training and materials, familiarity with the company's mission and vision and opportunities to become involved.
- 4) Tours: Coordinate all visiting groups to FirstFruits Farms LLC and its local ministries, arranging tours of facilities and programs, scheduling relevant managers and staff to provide orientation and discussion; etc.
- 5) Data: Maintain FirstFruits Farms LLC' contacts to ensure that visitor, vendor and donor contact information is gathered and organized so as to facilitate on-going communications and media efforts.
- 6) Reporting: Ensure adequate tracking and reporting of both positional duties and relevant company-related efforts like: Weekly tour update, a rolling 6 month company schedule, end of month report, Apple donations summary, Summary of Employee assistance, Summary of accomplishments, etc.
- 7) Prepare annual report for management team on communication activities and outcomes, and compile all department annual reports into one document for distribution.
- 8) Screen and respond to general calls and emails from the public and forward them to the appropriate individual.

Please send resumes to Roger Bairstow at Rogerb@firstfruits.com