



Marketing & Communications Coordinator (Part-time)

Twinberry Commons is seeking a creative and motivated Marketing & Communications Coordinator to help bring our mission to life, supporting local farmers, food producers, artists, and small businesses. This part-time role focuses on storytelling, promoting events & vendors, and growing our community presence through social media, photography, video, and newsletters.

From highlighting vendors to promoting markets, workshops, and special events, this position plays a key role in building awareness, increasing engagement, and bringing more people into our shared space.

OUR MISSION is to cultivate a welcoming and vibrant community supporting sustainable farmers, producers and artisans.

Twinberry Commons is building a year-round, community-centered space in Cottage Grove that expands access to fresh, healthy food while supporting local economic opportunity and connection. We are supporting the transition of a beloved Farm Stand into a cooperative model and developing The Commons—a welcoming hub for learning, gathering, and collaboration.

By supporting small-scale farmers, food producers, and artisans, we foster a more resilient and inclusive local economy.

Blackberry Food Co-op's Mission: To provide fresh, organic, and natural foods at fair prices while supporting a resilient local economy through partnerships with small farmers and businesses.

ABOUT THE POSITION

You will work closely with Twinberry Commons Executive Director to support marketing and communications efforts for the projects we support.

Core Responsibilities (Social Media, Content & Design):

- Manage and grow social media accounts (Facebook & Instagram) across all projects
- Create engaging content, including posts, reels, and short-form videos
- Capture high-quality photos and videos at the market, events, and vendor spaces
- Design graphics and promotional materials using Canva or similar tools
- Write, format, and send monthly or bi-weekly newsletters via Mailchimp
- Promote vendors, events, and community initiatives to increase visibility and engagement
- Maintain a content calendar and coordinate with vendors for promotions

- Engage with followers and build an active, connected online community
- Collaborate with the events coordinator to promote programming and increase participation

WHO YOU ARE

- A creative, positive, and reliable team player who enjoys working in a collaborative, community-focused environment
- A strong storyteller with an eye for visuals and engaging content
- Organized and self-motivated, able to manage multiple projects and deadlines
- Flexible and willing to jump in where needed in a growing organization
- Comfortable learning new tools and growing with an evolving, early-stage project
- Able to connect with people and highlight their stories in an authentic and compelling way

QUALIFICATIONS & SKILLS

- Experience with social media management, including posting schedules and audience engagement
- Photography and/or basic video skills (experience capturing events or small business content preferred)
- Experience designing graphics in Canva or similar tools
- Strong written communication skills

WHY THIS ROLE MATTERS

This position is more than a marketing role—it's an opportunity to help grow the Cottage Grove community, support local entrepreneurs, and showcase the vibrant culture of the market. With the right candidate, this role has strong potential to grow into a full-time, well-compensated position as programming, promotions, and engagement expand.

HOURS & COMPENSATION

- 10–15 hours per week on average
- \$20/hour (early-stage community project)
- Position term: this position is funded through the 2026 calendar year. While continuation beyond 2026 is not guaranteed, there is potential for extension depending on funding.

IMMEDIATE OPENING: We are interviewing on a rolling basis and intend to fill this position quickly. Apply by sending your application letter and resume, including two references to cgpublicmarket@gmail.com.



Events & Community Engagement Coordinator (Part Time)

Twinberry Commons is seeking an organized and enthusiastic Events & Community Engagement Coordinator to help bring our mission to life, supporting local farmers, food producers, artists, and small businesses. This part-time role focuses on planning and executing events, coordinating with vendors and partners, and creating welcoming experiences that draw people together. From pop-up markets and workshops to community events, this position plays a key role in activating our space and strengthening connections.

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Blackberry Food Co-op's Mission: To provide fresh, organic, and natural foods at fair prices while supporting a resilient local economy through partnerships with small farmers and businesses.

About the Position

You will work closely with Twinberry Commons Executive Director to support events and community engagement connected to the projects we support.

Core Responsibilities (Events, Pop-Ups & Logistics):

- Plan and coordinate a diverse range of events, including Art Walks, guest vendor markets, pop-ups, live music, workshops, classes, talks, and seasonal programming
 - Support events hosted by external partners and community organizers
 - Serve as the primary point of contact for vendors, musicians, artists, event organizers, and on-site businesses
 - Manage event scheduling, logistics, and day-of coordination (including setup and breakdown)
 - Collaborate with on-site businesses and staff to ensure smooth execution
 - Recruit, onboard, and maintain relationships with vendors, performers, and community partners
 - Coordinate volunteers as needed
 - Work with the marketing team to promote events and increase participation
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- Document events (photos, attendance tracking, summaries) and maintain organized records and contact databases

Hours & Compensation

- 5–10 hours per week on average
- \$20/hour (early-stage community project)
- Position Term: This position is funded through the 2026 calendar year. While continuation beyond 2026 is not guaranteed, there is strong potential for extension or growth depending on funding and program development.

Growth Opportunity

This role offers strong potential to grow into a full-time, well-compensated position. The Events & Community Engagement Coordinator will have the opportunity to expand the role by developing revenue-generating programming, such as:

- Private event bookings
- Ticketed events
- Fee-based workshops and classes
- Increased use of conference and group spaces

By building a dynamic and financially sustainable events program that drives consistent foot traffic and earned income, this position can evolve into a full-time role with increased compensation tied to performance and revenue growth.

Who You Are

- A positive, reliable, and proactive team player who enjoys working collaboratively in a community-centered environment
- Highly organized with the ability to manage multiple moving pieces while staying flexible and solution-oriented
- A strong communicator who can build relationships and connect people—vendors, partners, and community members alike
- Someone who naturally sees opportunities to improve, grow, and activate spaces and programming
- Willing to learn, take initiative, and grow with an evolving, early-stage project
- Comfortable adapting to changing needs and jumping in where needed, including occasional hands-on event support
- Open to contributing some volunteer time as part of building a shared community resource in its early stages

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