



ACEnet Seeks New Team Member as Special Projects Coordinator

POSITION/JOB DESCRIPTION

Title:	Special Projects Coordinator
Reports To:	Director of Programs
Supervises	N/A
Status	Non-Exempt
Hours of Work:	40 hours per week, with occasional night and weekend requirements
Pay Range	\$16-20/hour, commensurate with experience

Job Summary

The Special Projects Coordinator supports activities for the *Central Appalachian Food Corridor*, a two-year project funded through the Appalachian Regional Commission, focusing on food-sector job and business creation, expansion and retention across the Central Appalachian region. This position also plays a role on the ACEnet team and provides customer service, technical assistance and other activities that support our mission of growing the regional economy by supporting entrepreneurs and strengthening economic sectors.

The Special Projects Coordinator will be a relationship-builder and a member of a multi-state team who will actively engage a broad base of food-sector businesses, provide technical assistance to small business owners, as well as customer service to ACEnet tenants. This position reports to ACEnet's Director of Programs, and is a full-time, hourly position with occasional night and weekends required. Paid time off and health insurance benefits included in the compensation package.

Essential Functions:

Communications and Outreach

- Responsible for cultivating and maintaining relationships with ACEnet clients and small businesses participating in the ARC funded project, and for collecting data for progress reports. (Jobs retained, created, programs utilized, annual sales and market channel utilization.)

- Use existing prospect pipeline to continue with prospective buyer engagement across the targeted service area.
- Use existing prospect pipeline to continue recruiting small food businesses to participate in the ARC project.
- Responsible for articulating project to community and providing updates through multiple platforms. Continue to work with communications coordinator through providing updates to the digital catalog posted on the website (<http://acenetworks.org/central-appalachia-food-corridor/>), and social media updates.
- Attend workshops, conferences and other opportunities to represent organization and/or collaborative work.

Client and Tenant Relations

- Strive to assist tenants in resolving issues as they arise, escalate issues to appropriate staff person as needed.
- Assist financial department through providing updates on tenant changes, and acts as liaison between tenant and financial department when needed.

Desired skills, knowledge and abilities:

- At least four years food system related work, including but not limited to:
 - Food hubs
 - Value-chain coordination
 - Shared-use food production space
 - Food and farming production
 - Transportation logistics
- Patience, flexibility, good sense of humor, cross-cultural competency
- Ability to speak passionately and articulately about ACEnet mission
- Ability to communicate effectively both orally and in writing

Minimum Qualifications

- At least four years of professional experience, with some preferably in a small non-profit setting.
- Understanding of the Appalachian Ohio region and culture as it relates to agriculture, and agricultural practitioners
- Good people and conflict resolution skills, as job requires constant interaction with program participants
- Availability for evening and weekend activities as needed.

NOTE: The above job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.