



**Rural Action**



## Regional Food Partners Seek New Team Member as Food Partners Access Coordinator

### POSITION/JOB DESCRIPTION

Title:	Food Partners Access Coordinator
Department:	
Reports To:	Administration: Leslie Schaller; Work plan: Food Partners Management Team (Leslie Schaller, Tom Redfern, Maribeth Saleem-Tanner)
Supervises:	N/A
FLSA Status:	Exempt
Hours of Work:	40 hours per week
Pay Range:	Salary commensurate with experience

### **Job Summary**

Through generous support from the **Osteopathic Heritage Foundation**, three organizations: **The Appalachian Center for Economic Networks (ACEnet)**, **Community Food Initiatives (CFI)**, and **Rural Action** have implemented a dynamic project that accelerates healthy, local food access to underserved communities in Appalachia Ohio, including expanding healthy food access to schools, rural food deserts and emergency food networks.

This position is funded for two years, with a goal of securing ongoing funding. ACEnet, Community Food Initiatives, and Rural Action have a two decade history of collaborating around local food system and food access development. The **Food Partners Access Coordinator** will build upon current distribution infrastructure, partnerships and ongoing programs in a directed way so as to maximize positive outcomes for all stakeholders from farmer, to producer to consumer.

As demand for local food that is healthy and accessible grows throughout southeastern Ohio, food hubs and distribution networks are emerging to ensure better food choices for all. In Southeast Ohio, food hubs and distribution networks range from established organizations— such as the ACEnet Food Ventures Center, ACEnet’s Nelsonville Food & Farm Enterprise Center, the Community Food initiatives Donation Station— to wholesale community markets—like the Chesterhill Produce Auction.

The **Food Partners Access Coordinator** will focus on three “demand networks” or systems designed to make fresh local food available to populations at risk for food insecurity. These demand networks are the Donation Station, a farmer to food pantry system; Farm to School, and; Country Fresh Stops – local food in corner store retail.

The **Food Partners Access Coordinator** will manage the collaborative work plan, bring stakeholders together, undertake planning, research, and fundraising for program strategies, and assist with the management of the food hub systems. The coordinated distribution networks include the Nelsonville Food Hub, the CFI Donation Station, **Farm to School** initiatives with Hocking College, local k-12 schools, the Food Ventures Center, the Chesterhill Produce Auction and Country Fresh Stops retail partners Athens, Morgan and Vinton counties.

The coordinator will be housed at the Nelsonville Business Incubator and is paid through ACEnet, but is responsible to a management team made up of the food systems leadership in the three organizations. The coordinator manages the collaborative local food access partnership of the three groups, brings stakeholders together, undertakes planning, research, and fundraising for program strategies, and helps fill gaps in managing and implementing collaborative projects already underway.

### **Essential Functions**

- 1) Facilitate, manage, and supports the implementation of specific pieces of the partners’ collaborative food systems projects including:
  - a) A food partners coordinated expansion into Vinton County;
  - b) Expansion of the Country Fresh Stops to 5 sites;
  - c) Expansion of the Nelsonville Food Incubator as an aggregation and distribution site;
  - d) Expansion of the Donation Station
  - e) Expansion of Farm to School
- 2) Coordinate Food Partners team meetings and maintain meeting minutes;
- 3) Organize and ensure the successful completion of any stakeholders events required through this process;
- 4) Assist with or lead on research and planning for new programs and grants
- 5) Develop and manage any communications and media activities including press releases and PSAs as needed that relate to joint projects within the OHF grant
- 6) Assist with or lead any needed writing projects including funder reports, grants, and concept papers for internal use;
- 7) Develop presentations and power points as needed;
- 8) Provide presentations about the Food Access Partners collaboration when requested;

- 9) Provide meeting facilitation and process planning and support as needed;
- 10) Monitor and update the joint work plan and calendar for the partnership;
- 11) Maintain program files and resources;
- 12) Perform other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Excellent writing and verbal communication skills;
- Experience with all MS Office programs;
- Experience managing collaborative processes and partnerships;
- Experience planning and facilitating meetings;
- Understanding of and a strong commitment to food systems;
- A commitment to sustainable development and building healthy communities and strong local economies;
- Outgoing, well-organized, attentive to detail, creative and able to work successfully on a team of diverse members as well as independently;
- Detail oriented and consistent follow-through with minimal supervision;
- Able to work on multiple projects at once.

### **Minimum Qualifications**

- Four year college degree or equivalent from a combination of formal education and relevant experience;
- Valid driver's license and vehicle;
- Ability to work at a computer;
- Ability to lift up to 50lbs;
- Ability to walk through farm fields and food processing facilities;
- Ability to work weekends and evenings when needed.

The **Food Partners Access Coordinator** application and interview process is coordinated by ACEnet, Community Food Initiatives, and Rural Action members of the leadership team. Salary will be commensurate with food system and management experience. Letters of inquiry and resumes can be submitted to [MegganR@acenetnetworks.org](mailto:MegganR@acenetnetworks.org) for interview consideration. Interviewees will be requested to provide a writing sample and a brief PowerPoint presentation on our local food systems.

*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.*