



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

POSITION/JOB DESCRIPTION

Title:	Food Access Partners Coordinator
Reports To:	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:	\$35,000 – 36,500; Commensurate w/Experience + Benefits Package

Job Summary

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

The Food Access Partners Coordinator will build upon current distribution infrastructure, partnerships and ongoing programs to maximize positive outcomes for all stakeholders from farmer, to producer, to consumer.

The Coordinator will focus on three demand networks designed to make fresh local food available to populations at risk for food insecurity: the **Donation Station**, a farmer to food pantry system; **Farm to School**, and **Country Fresh Stops** – local food in retail corner stores.

The Coordinator will manage the collaborative work plan, bring stakeholders together, undertake planning, research, and fundraising for program strategies, and help fill gaps in managing and implementing collaborative projects already underway.

Essential Functions

- 1) Facilitate, expand and support the Partners' collaborative food systems projects;
- 2) Coordinate Food Partners team meetings and maintain meeting minutes;
- 3) Organize and ensure the successful completion of stakeholder events;
- 4) Assist with or lead on research and planning for new programs and grants, and any needed writing projects including funder reports, grants, and concept papers for internal use;
- 5) Develop and manage communications and media activities, including press releases, as needed that relate to joint projects within the OHF grant;
- 6) Develop and deliver presentations and power points about the about the Food Partners collaboration as needed;
- 7) Monitor and update the joint work plan and calendar for the partnership;
- 8) Perform other duties as assigned.

Desired Knowledge, Skills, and Abilities

- Excellent written and verbal communication skills;
- Experience with all MS Office programs;
- Experience managing collaborative processes and partnerships;
- Experience planning and facilitating meetings;
- A commitment to sustainable development and building healthy communities and strong local economies
- Outgoing, well-organized, detail oriented, creative and able to work successfully on a team of diverse members as well as independently;
- 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.

Benefits Package:

- Medical Care Coverage – employee & family
- Dental Care Coverage – employee & family
- Vision Care Coverage – employee & family
- Group Life & Accidental Death & Disability Insurance – employee only
- SIMPLE IRA Retirement Plan with 3% match (after 1 year of full time employment)
- Mileage Reimbursement
- 2 Personal Days per year
- 8 Holidays per year
- 10 Vacation Days per year
- 12 Sick Days per year

The **Food Access Partners Coordinator** application and interview process is coordinated by ACEnet, CFI, and Rural Action. Salary will be commensurate with food systems and management experience. Cover letters and resumes can be submitted to MegganR@acenetworks.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.