



**Position Title:** Local Food Programs/Office Coordinator

**Reports to:** Executive Director

**Supervisor Responsibility:** some volunteer supervision

**Hours per week:** 30 hours per week year round; 40 hours between June and October

**Duration of employment:** This is a permanent position and is contingent on available grant funding

## **GENERAL POSITION GOALS AND DUTIES**

- ❖ Work to increase opportunities to purchase local foods for all community members, including food insecure community members.
- ❖ Increase the visibility of existing Food Roots programs and those of community partners in Tillamook County.
- ❖ Work to address barriers to accessing local foods through Food Roots program evaluations, regular community needs assessments and ongoing program development.
- ❖ Commitment to “raising the bar” for Food Roots local food programming so that we are delivering high quality services that meet the current and future needs of our community and organization.
- ❖ Ensure that Food Roots main office is high functioning, well-organized, and communications between staff, volunteers, partners and clients are both transparent and regular.

## **SPECIFIC DUTIES**

- ❖ Coordinate Food Roots FarmTable storefront project, a local food retail outlet located at Food Roots Main street office location in downtown Tillamook, including product and vendor management, marketing, accounting, customer service, CSA (community supported agriculture) project component, and low-income food access programming.
- ❖ Coordinate Double Up Food Bucks (DUFEB) programming; a SNAP (food stamps) match incentive program administered by Tillamook County Farmers Markets, and expanding to Food Roots FarmTable storefront. Coordination will include outreach and marketing, accounting, communicating with and providing support to farmers market managers, and program evaluation.
- ❖ Expand Farm Direct Nutrition program participation in Tillamook County through outreach, technical support to farmers markets, and partnership-building.
- ❖ Food Roots office coordination and general administrative support including accounting, bill pay, invoicing, bank deposits and other administrative tasks assigned.
- ❖ Maintain and coordinate Community Garden projects, including plot rentals, coordination with on-site food pantry, volunteer recruitment, oversight and management, and general garden maintenance.
- ❖ Other duties and tasks as assigned.