

Local Food Programs/Office Coordinator Position Announcement



Who We Are:

Founded in 2006, Food Roots works to grow a robust food system on the north Oregon coast by engaging our community, supporting farmers and entrepreneurs, and improving access to locally produced food. Our aim is to foster a strong food system in which everyone in Tillamook

County will be able to eat local food daily, and through which residents will better understand their role in the local food system, have the ability to grow their own food when possible, and have the resources to eat well. We believe such a food system will lead to a healthier community, a stronger economy, and increased well being throughout our communities.

Position Description

Would you love to support Food Roots' mission and engage in this work? The ideal candidate will be experienced in handling a wide range of administrative and program related tasks and will be able to work independently with limited supervision once trained. Must be flexible and enjoy the administrative challenges of supporting a small organization. We currently have five staff and one service member, so you'll be joining a team of people dedicated to this work.

This position will lead the FarmTable storefront duties, Double Up Food Bucks coordination and other local food program content for Food Roots, while also providing administrative support to the Executive and Development Directors and coordinating day to day office tasks as needed. Excellent attention to detail and organizational skills are critical. A full job description can be found [here](#).

Employment Dates: Year-round

Start Date: April, 2019. There will be an initial 90-day trial period for this position.

Hours: 30 hours/week year round; 40 hours/week June-October.

This is a permanent position, year round, and is dependent on grant and community-based fundraising.

Compensation: This is a non-exempt position and starts at \$17 to \$18.50/hour based on experience. Food Roots provides nine paid holidays and paid time off by accrual basis.

QUALIFICATIONS AND REQUIREMENTS

- A demonstrable commitment to Food Roots' [mission and values](#).
- 2-3 years experience in program and project coordination, including program scope and development, budgeting, implementation, evaluation.
- Ability to manage multiple projects at once; handles interruptions with ease, maintains focus on tasks and produces accurate work; excellent initiative and follow-through.
- Valid driver's license, ability to operate personal motor vehicle with travel to remote work sites (some overnight travel also required at times); Food Roots reimburses all work related travel at the current Federal reimbursement rate.
- Must be able to work Saturdays, June through October 10am to 2pm at the FarmTable storefront, with flexibility to request 2-3 Saturdays off.
- Must be able to work some evenings and weekend days when event or project requires it.
- Ability to lift up to 25lbs.

SKILLS AND EXPERIENCE FOR IDEAL CANDIDATE

- Strong commitment and track record building and maintaining relationships with diverse community partnerships and individuals.
- Strong and effective community organizing skills including group facilitation and presentation delivery; comfortable with ability in public speaking.
- Should demonstrate strong written communication skills; will be asked to provide writing samples.
- Strong food system experience.
- Works well independently; sets own priorities and internal deadlines; creative problem solver and thinks outside the box to continue moving Food Roots forward.
- Strong team member; be willing to request support from coworkers or supervisors and likewise willing to offer support to team members; checks in as needed with the team to define highest group project priorities.
- Demonstrated experience increasing visibility of a program or project with specific outcomes; experience utilizing outreach/marketing tools such as social media, blogs and newsletters, and/or willingness to learn quickly.
- Comfortable using office computer programs including Google Suite (docs, sheets, forms, calendar, drive); will seek out help and self teach new skills if needed.
- Experienced with basic accounting, strong math skills, record keeping, and office management systems; well organized with outstanding attention to detail.
- Desire working collaboratively with people from diverse backgrounds in terms of race, ethnicity, gender (including non binary), sexual orientation, socioeconomic/class, and religion.
- Experience in recruiting, coordinating and managing volunteers of all ages.
- Demonstrated experience working with some of the following program stakeholders: limited income households or individuals, food producers, food buyers/restaurants, schools, farmers markets, food pantries/food banks, volunteers.
- Knowledgeable of and/or interest in supporting & growing local food systems.
- Bonus skills may include: Spanish language ability (highly desirable), gardening/farm or entrepreneurial experience, Graphic design abilities.

APPLICATION PROCESS

Please submit the following material electronically to hello@foodrootsnw.org (no phone calls, please):

- A resume (limited to two pages) detailing relevant experience, work history, education and accomplishments.
- A cover letter (limited to one page) clearly outlining the specific skills and knowledge you bring to the job and why you are a good fit for this position.
- Please combine all materials into one, single document (PDF preferred) prior to submission.
- *Attention to detail is an important quality for this position, therefore please follow these instructions in order to be considered.*

If you are selected for an interview, we will request:

- A writing sample that represents your capacity to fill this position.
- Three professional references.
- Please do not provide these unless requested by Food Roots

This application process will start on April 1st, 2019 and will close when a qualified person has been identified, therefore, please do not wait to submit your application. We anticipate a quick turn-around for interviews and aim to have our new hire begin orientation by May 1st, 2019.

Food Roots is an Equal Opportunity Employer committed to diversity, equity and inclusion.