



Building resilient & equitable
food systems in West Virginia

304-926-0567

3820 MacCorkle Ave SE
Charleston, WV 25304
wvfoodandfarm.org

Position Announcement: Food Equity Coordinator

About Us:

The [West Virginia Food & Farm Coalition](#) is building the local food and agriculture system in West Virginia in a way that provides viable incomes for farmers and local food businesses and ensures all residents have access to local food. Farmers and local food and agriculture businesses are at the heart and soul of the local food movement; the Coalition seeks to first hear their voices and serve those who are fundamental to building resilient and robust food systems. Special efforts are made to understand their needs and vision for their businesses and communities in order to represent them in our work.

We are a small team with big hearts that work tirelessly with our board of directors, community partners, farmers and food business owners to advance the goals of the organization. Sometimes we have a lot fun visiting farms, facilitating community meetings, and speaking to legislators. Other times we're working hard on proposals and necessary reporting. Our work is time sensitive and we have high performance expectations and accountability for all of our team members.

The atmosphere of our office is very casual, unless we're meeting with funders or legislators. We enjoyed a relaxed and flexible schedule, while remaining accountable for our time and deliverables. We often travel as a team or solo for meetings, workshops, and to meet with constituents. The Coalition's team of staff and board of directors genuinely care for one another and approach their work with conviction and integrity.

About You:

This position is ideal for you, if you have 5-7 years of experience working in the food and farm community, community development, or related field. You're good at listening to your team members, constituency, and community partners for input and feedback, while maintaining the integrity of your work. You take the time to learn the history and context of your work and then you take the proverbial bull-by-the horns to make things happen. You can understand that the Food & Farm Coalition is a small organization with a big mission and may sometimes need you to pitch in outside of your area of expertise to keep it all moving forward and can do so in order to support your team with an excellent work ethic. You expect the WVFFC to constantly be shifting to meet the needs of the community. You can anticipate and welcome the shifting with flexibility and are able to re-tool programs based on feedback.

The West Virginia Food & Farm Coalition is a 501(c)(3) nonprofit organization and headquartered in Charleston, WV

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About the Position:

This position is a partnership between WVU Extension SNAP Education, WVU Food Justice Lab (FJL), and the WV Food & Farm Coalition. The position will provide staff support and technical assistance to implement projects identified by the FJL during Nourishing Networks Workshops that overcome barriers to food access. Coordinator will conduct outreach for statewide and local farmers market promotional campaign materials based on data from the 2018 pilot year, launching 2019 farmers market promotional program that includes a visual campaign with a statewide and local messaging that attempts to connect communities to their local farmers, farmers market, and create an awareness that produce at West Virginia farmers markets is economical. Coordinator will implement a second year of SNAP Stretch – a project designed by the WVFFC and WVU SNAP-Ed to match SNAP dollars spent at farmers markets at a 1:1 ratio and if participants have children SNAP dollars are matched at 1:2 ratio. Coordinator will provide training and technical assistance on project implementation with the individual farmers markets, collect all associated data, and provide training and technical assistance to West Virginia farmers markets to enable them to accept SNAP and SNAP Stretch programming

Position Responsibilities:

- Manage partner projects with WVU FJL
- Work in partnership with community members
- Understands the needs of the food and farm community to advance food equity goals
- Manage SNAP Stretch program (federal grant)
- Conduct Farmers Market Promotional program outreach (federal grant)
- Work with the rest of the WVFFC team to advance the goals of their programs as it relates to food equity
- Develop grant applications to further food equity programming
- Write grant reports as they relate to the coordinators projects
- Miscellaneous administrative duties including reporting and program reimbursements

Qualifications:

- Possess a bachelor's degree. Masters degree preferred
- Excellent writing skills. Grant writing experience preferred
- Team player that demonstrates a positive attitude towards the work even when certain aspects seem mundane
- Can independently manage multiple projects, partners, communications, and teams at time
- Will do what it takes to get the job done

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How to Apply:

Applications should be sent with the following documents *combined as a single .pdf* file in the following order to Spencer Moss at Apply@WVFoodandFarm.org :

1. Resume
2. Two-page cover letter that clearly and succinctly answers the following questions:
 - a. Why you are passionate about food equity and how will that passion will carry you through during times of disagreements, stress, pressure, deadlines, and the mundane?
 - b. Discuss your experience working in rural communities with individual community members. What did you learn from those experiences? What will you bring forward with you? What can you teach us?
 - c. WVFFC staff works intensely as a team about 40% of the time and independently about 60% of the time. Discuss what you need to stay independently motivated to achieve benchmarks. Discuss how you can work independently, but still communicate your work and as for collaboration with your teammates without becoming a lone wolf.
 - d. Discuss your experience writing grants (amounts, state, federal, foundation), reporting on grant progress, program evaluation, managing grant funded programs.
3. Non-fiction writing sample that has been wholly written and edited by only the applicant
4. Pertinent portfolio items *optional*

Selection Schedule:

- Initial Interviews will be conducted via phone/teleconference, and will begin immediately for qualified applicants.
- Second interviews will be conducted in person during early December.
- Applications are due 11/25/2018, however the position will remain open until filled

Compensation:

- Compensation will be in the range of \$40,000 - \$45,000 depending on the applicant's level of experience. The position's salary will be evaluated annually and may be adjusted if additional funding is available.
- Health insurance is wholly paid for by the WVFFC
- Two weeks of vacation during the first year, sick time, floating holidays