



Building resilient & equitable
food systems in West Virginia

304-926-0567

3820 MacCorkle Ave SE
Charleston, WV 25304
wvfoodandfarm.org

Position Announcement: Foodshed 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. We believe that it is important to ensure their needs and visions are understood in order to represent their businesses and communities 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 Coalition is bringing on five place-based coordinators to work together as a team and independently in their assigned geographic areas, known as foodsheds, to better serve the needs of our communities. A foodshed is the geographic location that produces the food for a particular population. The term describes a region where food flows from the area that it is produced to the place where it is consumed, including the land it grows on, the route it travels, the markets it passes through, and the tables it ends up on. Assigned foodsheds are 3-4 county clusters that have been delineated based on major roadways, how food travels, and similar cultural environment within the county area.

The atmosphere of our organization is very casual, unless we're meeting with funders or legislators. We enjoy 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 experience farming, working with local food businesses, or coordinating local food systems work. You're good at listening to differing opinions, while prioritizing community successes. You welcome the challenge to solve

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

www.wvfoodandfarm.org

304.926.0567

problems creatively and with an entrepreneurial mindset. 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 have the ability to manage multiple projects across multiple geographies at one time. You expect the Coalition 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 from your team and the community.

About the Position:

This is a part-time position (30 hours per week), but could be full-time pending additional funding and selected candidate's desire. Foodshed development coordinators are individuals with food and/or agricultural systems knowledge that have the skills to serve as a community coach in the development of food and agriculture systems in their assigned foodshed. Candidates must currently reside in the foodshed they're applying to work in, or reside within the foodshed within 90 days of employment. Coordinators will be physically based their foodshed community and will work equally across all counties in their assigned foodshed community (3-4 counties).

Coordinators will work to identify every agricultural producer and food business within the foodshed and work to build trust and foster a spirit of cooperation amongst the individuals. Coordinators have two primary functions 1) Instigate, support, and coordinate community-driven Placemaking activities and cooperative agricultural projects and business endeavors. 2) Bring technical assistance and financial resources to foodshed communities to support community-driven Placemaking and cooperative agricultural projects and business endeavors.

Position Responsibilities:

Food and Agriculture Community Coordination 50%

- Communicate and coordinate with food and agriculture producers in foodshed.
- Convene community conversations about placemaking and coordinated agriculture endeavors.
- Create partnerships between communities, organizations, businesses, and individuals.
- Regularly communicate updates, opportunities, meetings, and plans with foodshed community.
- Develop and coordinate placemaking projects in the assigned foodshed.
- Organize farmers and others into producer groups, for the purposes of reaching new markets.

Technical Assistance 40%

- Provide coaching to develop nascent producer groups.

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

www.wvfoodandfarm.org

304.926.0567

- Provide support and coaching on production/producer agreements and group governance.
- Bring trainings and other needed technical assistance to the foodshed.
- Facilitate investment in food and agriculture systems within foodshed.
- Engage in production planning among producer groups.
- Connect producers with new market opportunities.
- Teach communities how to engage in and conduct placemaking activities.

Administrative Duties 10%

- Engage in storytelling about activities in foodsheds.
- Engage other foodshed development coordinators to learn from and share work.
- Submit activity and production reports.
- Actively participate in cross-functional staff meetings designed to promote innovation cooperation.
- Participate in community coaching, facilitation, and food system development skills building training designed by the Coalition
- Other duties as assigned.

Qualifications:

- 1-2 years of direct food, agricultural, or food systems experience
- Ability to utilize Microsoft word, Google drive, and other web-based platforms, including social media
- 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
- Must currently reside in the foodshed
 - Foodshed 1: Pendleton, Randolph, and Pocahontas counties
 - Foodshed 2: Lewis, Gilmer, Braxton, and Webster counties
 - Foodshed 3: Ritchie, Doddridge, and Harrison counties
 - Foodshed 4: Mingo, McDowell, Mercer, Wyoming counties
 - Foodshed 5: Clay, Calhoun, Roane counties
- Have reliable transportation and ability to travel between 3-4 counties weekly (travel reimbursed)
- Will do what it takes to get the job done
- Considered a plus if:
 - ran your own farm or business
 - have farmers market experience
 - have teaching or coaching experience

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

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

304.926.0567

2. Two-page cover letter that clearly and succinctly answers the following questions:
 - a. Why you are passionate about food systems work 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. How do you see yourself managing multiple places, people, and projects, while participating as a member of the larger food systems team?
 - d. Discuss your experience, if any, managing, writing or reporting on grants.
3. 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 April.
- Applications are due 3/31/2019, for priority consideration.

Compensation:

- Compensation will be \$30,000 at the part-time level
- Health insurance is wholly paid for the individual employee by the WVFFC; coverage for the whole family is available at additional costs
- 7 days of paid vacation during the first year, 9 days of sick time, and 8 floating holidays