

## ASAP (Appalachian Sustainable Agriculture Project)

### JOB DESCRIPTION

**Position:** Farm Fresh for Health Program Coordinator  
**Supervisor:** Farm Fresh for Health Director  
**Classification:** Full time, 40 hours per week, nonexempt

ASAP's mission is to help local farms thrive, link farmers to markets and supporters, and build healthy communities through connections to local food. To read our vision and equity statement, please visit <https://asapconnections.org/about-us/>

**Purpose:** The Farm Fresh for Health Coordinator is responsible for providing operational and promotional support across programs within ASAP's Farm Fresh for Health initiative with a special focus on the Farm Fresh Produce Prescription program (FFPP).

This position is regularly scheduled for Monday through Friday, 9am to 5pm two weeks a month and Monday through Thursday 9am to 5pm and Saturday 7am to 3pm schedule two weeks a month.

#### **PRIMARY ACTIVITIES (include but are not limited to)**

- Lead prescription participant intake and enrollment
- Support onboarding and communications with new physicians and health care providers, including dissemination of materials and technical assistance across program processes, outreach, and communications
- Support program management, processes, and communications across farmers market managers and farmers
- Create and disseminate bi-weekly informational and resource updates for FFPP participants
- Work with FF4H team to create and maintain calendar of engagement activities across community partners, volunteers, and markets.
- Assist with Asheville City Market support on Saturdays, twice a month
- Carry out engagement activities at weekday and weekend events, including farmers markets, ASAP and community events as needed. Two Saturday shifts per month is required.
- Support implementation of surveying, interviews, and focus groups of participants, farmers market staff and health care providers
- Tracking and reporting of programmatic data
- Build relationships and collaborate with community partners
- Provide administrative and broader program support as needed

## **KEY LIVED EXPERIENCES, ATTRIBUTES, & SKILL SETS SOUGHT**

- Experience in human service or healthcare
- Ability to complete routine duties with consistency and attention to detail
- Accuracy in dealing with processes and recordkeeping
- Comfortable planning and implementing public engagement activities/events at farmers markets and other settings
- Commitment to effective customer service and capacity to build authentic relationships
- Ability to work independently and in a team environment
- Bilingual (Spanish speaking)
- Professional or lived experience communicating and working effectively with diverse communities, including urban and rural communities, BIPOC communities, and/or low-resourced communities.
- Understanding and commitment to diversity, equity and inclusion in the local food system

## **REQUIRED**

- ASAP requires all staff to be fully vaccinated against COVID-19 and to follow office guidelines around masks, based on current recommendations
- Candidates who are bilingual (English/Spanish) will be given preference
- Must provide consent for a background check
- Ability to regularly lift and/or move up to 25 pounds without assistance
- Some local travel
- Two Saturday shifts monthly for engagement activities and Asheville City Market support

## **COMPENSATION**

Contact [melinda@asapconnections.org](mailto:melinda@asapconnections.org) for detailed information about compensation. Benefits include an employer match retirement plan, paid time off, paid sick time, and paid holidays. Specific benefits are outlined in the employment offer letter.

ASAP is currently a qualifying employer for the Public Student Loan Forgiveness (PSLF) Program.

## **To Apply**

**Email a cover letter, resume, and three references as attachments with the email subject line: FF4H PROGRAM COORDINATOR to [jobs@asapconnections.org](mailto:jobs@asapconnections.org).** Submit attached documents in PDF or Google Docs format. Due to the volume of applications we receive, we are unable to respond to all applicants.

This position will be filled as soon as possible but will remain open until filled. Applications accepted only by email. Please do not call or come by the office.

ASAP is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors or any other classification protected by applicable law.