

Appalachian Sustainable Agriculture Project (ASAP)

Position: Program Coordinator, Local Food Campaign

Supervisor: Program Manager

Classification: Full Time = 40 hours, nonexempt

Purpose: The Program Coordinator will assist in the development and implementation of farm and partner outreach and engagement programming as part of the Local Food Campaign team.

Duties may include, but are not limited to:

- Assist in the design and implementation of farmer programs, services, and resources around marketing and business planning
- Provide outreach and support for ASAP's Appalachian Grown™ program, *Local Food Guide*, and other Local Food Campaign projects
- Identify, network, and maintain relationships with key stakeholders such as community and Ag resource providers across government, nonprofit, and educational institutions
- Give presentations, facilitate discussion, and provide training to a wide range of groups
- Assist in the design and implementation of promotional campaigns, community outreach and engagement
- Assist with Saturday Asheville City Market support once a month
- Manage project budgets and data tracking
- Lead inventory management and direct sales of Appalachian Grown branded materials
- Answer incoming calls, respond to public inquiries/requests, and greeting office visitors
- Participate in staff meetings and other staff activities
- Represent the organization in a professional manner
- Complete reports accurately and on time
- Travel throughout the region as required by job duties

Preferred knowledge, skills, & abilities

- Ability to communicate effectively, both verbally and in writing; Candidates who are bilingual (English/Spanish) will be given preference
- Excellent oral and written communication/presentation skills suitable for a wide variety of audiences
- Experience in public speaking, education, community organizing, and/or nonprofit work
- Problem solving and critical thinking
- Strong organizational, project & time management skills
- Demonstrated proficiency with Google G-Suite platform (email, drive, docs, sheets), Wordpress, Salesforce (database), and My Newsletter Builder
- Ability to work independently and collaboratively, both internally and externally
- Ability to work occasional weekends as needed

Required

- ASAP requires all staff to be fully vaccinated against COVID-19 and to follow office guidelines around masks, based on current recommendations
- Must provide consent for a background check
- Experience in farming or working with farmers
- Ability to regularly lift and/or move up to 25 pounds without assistance
- Local (WNC) travel required / mileage reimbursement provided
- Monthly Saturday shifts at Asheville City Market

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

Compensation

Contact melinda@asapconnections.org for detailed information about compensation and benefits. First year employees are immediately eligible for fringe benefits including 10 paid company holidays, 12 paid sick days, 12 paid vacation days (paid vacation increases with term), Employee Assistance Program for the entire household, and employer match of 3% to SIMPLE IRA.

To Apply

Email a cover letter, resume, and three references as attachments with the email subject line: 2023 LFC PROGRAM COORDINATOR to 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 posting 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.