

## **(ASAP) Appalachian Sustainable Agriculture Project**

**Position:** Research and Evaluation Coordinator, Local Food Research Center

**Supervisor:** Associate Director

**Classification:** Full Time = 40 hours

ASAP's mission is to help local farms thrive, link farmers to markets and supporters, and build healthy communities through connections to local food. ASAP is committed to creating a local food system that is equitable, environmentally sustainable, economically viable, and health promoting. To read our equity statement, please visit <https://asapconnections.org/about-us/>

**Purpose:** The Coordinator will provide research, evaluation, and administrative support in executing the work of ASAP and assessing our program's impacts.

This position is regularly scheduled for Monday through Friday, 9am to 5pm with periodic monthly Saturday and/or after hours work required.

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

- Collecting, analyzing, and reporting on quantitative and qualitative agricultural and consumer data. Includes surveys, interviews, data entry, transcription, and summarizing findings for multiple audiences
- Building and disseminating surveys using SurveyMonkey, Qualtrics, and Google Forms
- Database management
- Community engagement involving consumer research and focus groups
- Conducting literature searches and reviews of current local food trends and best practices
- Developing content for media, presentations, and other educational resources
- Assisting with development and implementation of evaluation plans for grant applications and reports
- Assessing program impact and feasibility
- Providing administrative and program support as needed

### **KEY LIVED EXPERIENCES, ATTRIBUTES, and SKILL SETS SOUGHT:**

- Comfort working with spreadsheets and databases (Excel, Google Sheets, Salesforce)
- Comfort conducting interviews and engaging diverse community members
- Experience collecting, analyzing, and reporting on primary and secondary data
- Ability to research specific topics and provide summary reports
- Ability to manage many projects simultaneously and prioritize and organize tasks effectively
- Comfort working independently and collaboratively in an open office environment

- Ability to communicate effectively, both verbally and in writing. Candidates who are bilingual (English/Spanish) will be given preference
- Background or interest in agriculture and/or local food systems
- Understanding and/or willingness to learn about and support 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
- Must provide consent for a background check
- Ability to regularly lift and/or move up to 25 pounds without assistance
- Occasional local travel and evening shifts
- Monthly Saturday shifts

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

### **Compensation**

Contact [melinda@asapconnections.org](mailto:melinda@asapconnections.org) for detailed information about compensation and benefits. First year employees are immediately eligible for fringe benefits including 10 paid 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 R&E 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 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.