

**(ASAP) Appalachian Sustainable Agriculture Project
Job Description**

Position: Community Research Coordinator, Local Food Research Center

Supervisor: Associate Director

Classification: Permanent, Full Time

This position is regularly scheduled for Monday through Friday, 9am to 5pm. Occasional Saturday and/or after hours work is required. ASAP offers a hybrid work schedule of three days in ASAP's Asheville office and two days remote.

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 engage with all of ASAP's audiences and conduct research on local food and farms in order to understand changes in the local food system and assess the impact of ASAP's work. The ultimate goal of this research is to support farmers and mobilize community engagement with local food and farms.

PRIMARY ACTIVITIES (include but are not limited to):

Local Food Research

- Build and disseminate surveys using programs like SurveyMonkey, Qualtrics, and Google Forms
- Conduct interviews and focus groups
- Analyze and interpret primary and secondary quantitative and qualitative agricultural and consumer data
- Summarize research findings for multiple audiences and in multiple formats
- Monitor local and national local food trends and best practices
- Assess the impact and feasibility of ASAP programs
- Collaborate with other staff to integrate research findings into programs and strategies
- Research specific topics and provide statistics and citations for grants
- Provide administrative, grant, and program support as needed

Community Engagement

- Build and maintain relationships with diverse community members and organizations
- Develop strategies for engaging consumers with local food and farms

- Lead and support engagement activities at community gatherings, farmers markets, and in other settings
- Assess community priorities and barriers to participation and adapt strategies as needed

Key lived Experiences, Attributes, and Skill Sets Sought:

We strongly encourage candidates to apply if they meet at least 4 of these qualifications.

- Experience collecting, analyzing, and reporting on data
- Experience with community organizing and/or engaging diverse community members
- 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 or Spanish/English) will be given preference
- Understanding and commitment to diversity, equity and inclusion

Required

- ASAP requires all staff to be fully vaccinated against COVID-19 and to follow office guidelines.
- Must provide consent for a background check. ASAP does not base our employment decisions solely on background checks or convictions, and we do not ask for credit checks.
- Occasional local travel and evening shifts
- Occasional Saturday shifts

Compensation

Contact melinda@asapconnections.org for compensation and benefits information. 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), an Employee Assistance Program for the entire household, and employer match of 3% to SIMPLE IRA.

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

To Apply

[Use this link to upload your cover letter and resume](#) for ASAP's Community Research Coordinator position. Please attach documents in PDF, Word, or Google Docs format. You may also mail your cover letter and resume to ASAP 306 West Haywood Street, Asheville NC 28801.

Applications will be accepted through September 30th. Candidates selected for interviews will be contacted within 2 weeks of submitting their application.

ASAP is an equal opportunity employer and does not discriminate on 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 factors protected by applicable law.