

Appalachian Sustainable Agriculture Project (ASAP)

Position: Program Coordinator, Local Food Campaign

Supervisor: Program Manager

Classification: Full Time = 40 hours, exempt

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, and *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 grant writing and reporting
- Manage budgets of specific events or tasks
- Field initial public inquiries and requests
- 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

- Excellent oral and written communication/presentation skills suitable for a wide variety of audiences
- Problem solving and critical thinking
- Experience in farming, education, community organizing, and/or nonprofit work
- 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 communicate effectively, both verbally and in writing; bilingual (English/Spanish) a plus
- 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 be able to pass a background check
- Ability to regularly lift and/or move up to 25 pounds without assistance

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

Compensation

The salary is commensurate with an early-career position. 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.

To Apply

Email a cover letter, resume, and three references as attachments with the email subject line: 2021 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, gender, age, national or ethnic origin, disability, sexual orientation, gender identity, political beliefs, creed, marital status, genetic information, veteran status, or any other classification protected by applicable law.