

Appalachian Sustainable Agriculture Project (ASAP)

Position: Program Coordinator, Local Food Campaign

Supervisor: Program Manager

Classification: Full Time = 40 hours

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:

- Provide outreach and support for ASAP's Appalachian Grown™ program and *Local Food Guide*
- Assist with design and implementation of farmer programs and services around marketing and business planning.
- Work with the communications team to tell local food and farm stories in a variety of written, visual, and digital formats
- Assist with design and implementation of ASAP events and wellness programming including CSA Fairs, workplace CSAs, farmers market promotions, food and farm healthy eating activities/programming, and other events
- Give presentations and provide training to a wide range of groups
- Assist with the design and implementation of promotional campaigns
- 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 communication skills
- Problem solving and critical thinking
- Organization and time management with an attention to detail
- Proficiency in Google G-Suite platform (email, drive, docs, sheets)
- Public speaking
- Ability to follow instructions and work within deadlines
- Customer service oriented attitude
- Ability to communicate effectively, both verbally and in writing; bilingual (English/Spanish) a plus
- Work well in a team environment

- Ability to regularly lift and/or move up to 25 pounds without assistance
- Ability to work on multiple projects simultaneously
- Ability to work occasional weekends as needed

Required

- Must be able to pass a background check
- Ability to regularly lift and/or move up to 30 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. This position has in office and work from home options available.

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. Please include your compensation expectations in your cover letter. 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.

Appalachian Sustainable Agriculture Project
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