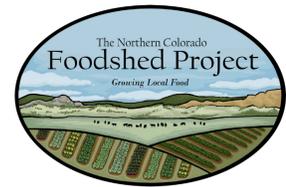


Program Coordinator

Farm Business Accelerator Program



Job Type: Part-time, ~15 hours/week

Compensation: \$19-\$21/hour

Application deadline: Friday, March 4th, 2022, or until filled

The Northern Colorado Foodshed Project (Foodshed Project), a 501(c)(3) nonprofit, is hiring a part-time Program Coordinator to support the implementation of our Farm Business Accelerator Program. This position is responsible for managing the day-to-day, on-the-ground activities of the program, including technical support and outreach.

The Accelerator is a 3-year program supporting beginning farmers by building a bridge between initial on-farm training and business viability. We provide low-cost access to everything needed to establish and manage a successful farm business: land, water, infrastructure, business education through a partnership with CSU Extension's Building Farmers Program, technical support, mentorship, and marketing assistance.

This is a part-time position and reports to the Executive Director. While hours are currently estimated at 15 per week, there is the capacity for growth in hours and responsibilities for the right candidate.

Responsibilities:

- Manage onsite operations of the program, including:
 - Maintaining program facilities and equipment, including conducting farm operations such as land preparation and grounds maintenance (mowing, weeding, etc.), minor repairs, use/management of greenhouse, irrigation, and packhouse, and supporting soil management practices
 - Maintaining and enforcing program policies and procedures
 - Coordinating and managing resources (equipment, infrastructure, supplies, etc.), including maintaining inventory, replacing supplies, etc.
 - Equipment upkeep, management, and maintenance
 - Support onsite farm stand operations, as needed
 - Providing technical support and assistance to program participants
- Work with Executive Director to plan, implement, and manage program including program structure, site guidelines, recruitment and promotion, record keeping, evaluation, and budget management

- Support grant management requirements, including collecting and recording data, preparing reports, and administering program evaluations.
- Assist with the planning and implementation of occasional onsite workshops and trainings, community-building events, and networking opportunities for participants
- Arrange and attend regular participant check-in meetings
- Maintain regular communication and check-ins with Executive Director

Desired skills & experience:

- Farming experience including demonstrated knowledge of general farming practices, irrigation systems, equipment, and greenhouse management
- Experience with educational programs and program management
- Interested in and/or knowledge of local food systems
- Creative problem-solver with a desire to continuously improve the program based on participant feedback and new opportunities
- Highly organized and excellent attention to detail
- Clear communication skills, both written and spoken
- Friendly, personable, empathetic, and able to build and maintain relationships with participants
- Comfortable working both collaboratively and independently
- Strong leadership and interpersonal skills, self-directed, and able to take initiative
- Passionate about diversity, equity, food justice, and sustainable food systems
- Proficient with Microsoft Office programs and Google Suite with a willingness to learn and adopt new software and online tools
- Ability to maintain and use equipment safely and effectively
- Ability to work a flexible schedule

Work Environment: This position requires a mix of office (WFH) and fieldwork at farm site in South Fort Collins. Hours will be variable and flexible. Applicants will need reliable transportation and a valid driver's license. Applicants must be able to lift 50 pounds, stand and/or sit for long periods, and work outdoors in variable weather conditions.

How to Apply:

Please email resume, cover letter, and three references to info@foodshedproject.org. We will accept applications through March 4th, 2022, or until the position is filled. Please use the subject line "Program Coordinator Position". In your resume, we hope to learn more about any knowledge, skills, life experience, and/or expertise you have that are relevant to this role. In your cover letter, please tell us about your background and experience, why you are interested in this position and our organization, and what makes you a good fit for the position.

About the Northern Colorado Foodshed Project:

The Foodshed Project supports comprehensive growth in the local food economy by simultaneously focusing on production growth, demand stimulation, infrastructure development, and organizational capacity building. We do so collaboratively, working with existing expertise and resources to better integrate efforts to “grow local food.”

Our vision is a dynamic, vibrant, and equitable local food economy wherein >10% of local agricultural products are marketed locally, locally grown food is available and affordable to all, and production and demand are supported by appropriate infrastructure and community-based organizations.

To learn more about our organization and programs, please visit **foodshedproject.org**.

Equal Opportunity:

The Northern Colorado Foodshed Project is an equal opportunity employer and does not discriminate on the basis of sex, race, ethnicity, age, religion, creed, national origin, gender, marital status, sexual orientation, gender expression, disability, military status, political orientation, or any other characteristic protected by federal, state, or local law.

The Foodshed Project is committed to providing a safe work environment free from discrimination and harassment and fostering diversity and inclusion in all aspects of our work and those we work with.