



High Desert Food & Farm Alliance

Job Title: Program Coordinator
Location: Bend, Oregon
Job Type: Full-time
Compensation: \$16/hour

Closing Date: November 28, 2018 4:30PM PST

High Desert Food & Farm Alliance

The High Desert Food & Farm Alliance (HDFFA) is dedicated to developing and supporting healthy and thriving food and farm network in Central Oregon through education, collaboration and inclusivity. We collectively market and co-promote our farm and ranch partners, and provide networking events and grants for infrastructure. HDFFA serves farmers, ranchers, food businesses, non-profits and low-income families in the tri-county region of Crook, Deschutes and Jefferson Counties.

Programs and focus areas of HDFFA include: Food Access (Grow & Give fresh food drive), 2) Nutrition Education (Cooking Classes and Veggie Rx), 3) Agricultural Support (greenhouse infrastructure grants, networking opportunities and promotional support). The Program Coordinator will be supervised by the Food & Farm Director and Executive Director.

Position Summary

HDFFA is seeking a passionate and organized Program Coordinator who will act as the primary lead in implementing and coordinating a new project: **Enhancing the Value & Supply Chain for High Desert Specialty Crops**. The Coordinator will work directly with the HDFFA Food & Farm Director and Oregon State University's Small Farms Agent to improve farm viability, foster connections among producers, buyers and consumers, and increase the purchasing of specialty crops by consumers. This will be accomplished through educational trainings, a regional marketing campaign, outreach and engagement with farmers and stakeholders and through knowledge of existing HDFFA programs.

Ideal Candidate

The ideal candidate has a passion for local food and agriculture and desire to work with local farmers. The candidate needs to be familiar with farming techniques and have a strong desire to work with a diverse set of stakeholders in a rural community. They should be familiar the concept of a food system. They will need to be comfortable engaging in strategic activities related to agricultural support and take the lead in coordinating and implementing of workshops, events, and initiatives related to the project goals.

Project Specific Work

1. Develop relationships with regional specialty crop farmers
2. Coordinate workshops for specialty crop farmers to learn about on-farm efficiencies and food safety in collaboration with the Oregon State University (OSU Extension) Small Farms Extension Agent and Oregon Department of Agriculture (ODA)
3. Coordinate networking sessions and meetings with specialty crop producers
4. Coordinate workshops for farmers, chefs and food businesses to improve trust, build relationships and increase procurement of specialty crops and value added products
5. Assist with the development and implementation of a local food marketing campaign in partnership with the Oregon Community Food System Network
6. Integrate marketing campaign with existing Food & Farm Directory
7. Conduct focus groups with individuals regarding their preferences for local food

8. Assist farmers and food businesses with identifying value added products that could be developed for the Central Oregon marketplace
9. Coordinate a field trip to the Food Innovation Center in Portland Oregon with farmers and food businesses with follow-up support
10. Integrate this project with other aspects of HOFFFA's program work, specifically in relation to the Food & Farm Directory and the Grow & Give program
11. Develop project reports, press releases, evaluation strategies, and other written materials

Required Qualifications

- Demonstrated commitment to HOFFFA's mission and values and commitment to promote and enhance diversity, equity and inclusion
- Bachelor's degree in relevant field (e.g. agriculture, natural resource management, food systems, etc.)
- Communicate well with diverse audiences and adapt communication styles between farmers, supporters, businesses and the general public, and proven ability to work successfully with diverse populations
- Ability to work independently and be a team player that enjoys and fosters a collaborative environment
- Positive attitude; organized and attention to details; and self-directed
- Knowledge of food systems
- Dynamic individual with excellent communication skills both verbal and written

Desired Qualifications

- Two years of farming experience with priority given to those that have worked in a rural setting and/or in Central Oregon and/or in a short growing season
- Experience with or volunteering for a non-profit organization; campaigning and/or marketing and communication and/or advocacy work
- Experience with G-suite and Adobe products
- Experience as a community organizer with strong networking skills, able to develop and maintain trusting relationships with diverse individuals from different backgrounds

Compensation and Time Commitment

Hourly rate of \$16 plus paid time off and a monthly health reimbursement. There is opportunity for growth in the position and is dependent upon desire and funding. Full-time equivalent of 40 hours per week, evening and weekend hours will occur. Travel through the region is required with a personal car; travel will be reimbursed at a set non-profit rate.

Application Process

In order to be considered for this position, please provide the following documents. Label your document in this manner, "LAST NAME_FIRST INITIAL_DOCUMENT NAME". For example, Smith_J_Application"

1. Application
2. Resume
3. Cover letter
4. Writing Sample: Please provide a one-page "fake" press release. This should be drafted to meet the subject matter with the writing style that matches what you might be asked to do if you were hired for this position. You may make up any details you want but use realistic information from HOFFFA website. The title shall be *"Enhancing Specialty Crops in Central Oregon through Greenhouse Grants"*

Email application to info@hdfpa.org or mail to PO Box 1782 Bend OR 97709. Application materials must be received by 4:30pm PST November 28, 2018. **Interviews will be held in Bend or via Skype on November 12 and 14 only.** The anticipated start date is January 2, 2019.