

**Community Based Food System
Program Associate**



Job Description

Renewing the Countryside (RTC) seeks a part-time Community Based Food System Program Associate to support and contribute to our Farm to Early Care & Education, Farm to School, and Farm to Institution work. The Program Assistant will advance the effectiveness of our Community Based Food System work through programmatic, administrative, and communications support.

The successful candidate will have a background working on Community Based Food System programs or other projects related to local food systems and/or childhood nutrition and/or education programs. The candidate will be highly organized and dependable; will bring significant project management, and writing experience; and will be committed to systems and social change.

At Renewing the Countryside (RTC), our mission is to cultivate and embolden vibrant, sustainable and equitable communities. Since 2002, we have served as connectors and facilitators, bringing together community members to advance ideas that contribute to economic, social, and environmental wealth. At RTC, we have a clear vision: to be an organization where a varied mix of talented people want to come, to stay, and to do their best work. We believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different.

Purpose:

Assist with the coordination of Renewing the Countryside's Community Based Food System programming including Farm to Early Care & Education and Farm to School, primarily through educational events and meetings with educators, early care providers, non-profit and agency partners, and interested community members in the metro area, with in addition to flexible computer-based (remote) research & writing projects. Bring creativity, innovation, and passion to the RTC team.

Location:

Although our work expands statewide, our primary Farm to Early Care & Education projects take place in the metro area, with a current focus in St. Paul neighborhoods. This position, when not working in the community with partners, can be flexibly based from a home office and/or Renewing the Countryside's Seward neighborhood office in Minneapolis.

Hours:

Part time: 20 hrs/wk. Additional hours and tasks may become available depending on skill set and funding.

Compensation:

\$17.50/hr. Dental and health benefits, paid time off, sick leave, and parental leave are offered in proportion to full time status.

Tasks:

Assist with Community Based Food System programming as follows:

Provide support in Farm to Early Care & Farm to School education:

- Work with early care educators, neighborhood elementary schools, and non-profit partner youth interns to engage children (primarily ages 2-5) in learning about gardening, nutrition, culturally-relevant foods, local food systems, and other Farm to School concepts
- Assist with the adoption and implementation of RTC's existing Farm to Early Care trainings for project partner audiences (listed above)
- Explore ways to connect farmers with providers in their community and vice versa, representing the cultural diversity of these communities whenever possible

Represent Renewing the Countryside and our programming at public events, including:

- Early Care Site, elementary school, public health, and community informational presentations
- Committee and policy groups as they relate to our Community Based Food Systems work
- Weekly meetings with 2-3 small early care educator groups (learning cohorts) in the metro area about implementing Farm to Early Care concepts and activities, including gardening – may occasionally include evenings or weekends
- Other meetings or advisory roles as needed

Additional tasks may include:

- Research innovative garden to cafeteria, local food sourcing, and district-wide Farm to School models tested and shared through nationwide networks
- Help collect and compile case studies among RTC's Farm to Early Care network of providers
- Assist with the creation and implementation of evaluation tools
- Seek out additional funding to expand this work

Support RTC's Farm to Early Care, Farm to School, and Farm to Institution (also known as our Community Based Food System program area) projects as needed.

Qualifications:

Familiarity with a combination of Minnesota's early childhood education and school systems, nutrition standards, food/farming issues, and/or school garden best policies and practices is important. Formal training, 3+ years of work experience, and/or a bachelor's degree in areas of nutrition, sustainable food systems, early childhood education will strengthen a candidate's application. Prior research and teaching experience is preferred. Excellent written and verbal communication skills in English, as well as comfort with computer technology is necessary to work efficiently with internal and external partners. This includes familiarity with Google applications (Drive, Docs, Spreadsheets) and Microsoft Office applications (Word, Excel), a high degree of organization, and the ability to work independently and as part of a team. Language skills in Spanish or Hmong will also strengthen a candidate's application.

How to apply:

Interested applicants should submit a cover letter, resume, and the names and contact information for three references via email to: Grace Brogan at grace@rtcinfo.org.

Applications will be accepted until April 8, 2019 or until a suitable candidate is identified.

RTC is an equal opportunity employer. We actively encourage people of diverse backgrounds and experience to apply for this position and all positions at RTC.