**LAKE COUNTY COMMUNITY DEVELOPMENT CORP**

**JOB DESCRIPTION**

**Job Title: Local Food System Program Coordinator**

**Reports To: Center Director, Food Enterprise Center**

**FLSA Status: 1 FTE**

**Funding Condition: All program-related positions at Lake County Community Development are to be considered as year-to-year depending upon available funding for programs and satisfactory job performance**

**SUMMARY**: Primarily responsible for providing coordination and promotion of local food procurement and regional food system development in collaboration with regional partners.

**PRIMARY RESPONSIBILITIES (85%):** Essential duties and responsibilities include the following. Other duties may be assigned

Program Implementation

* Responsible for delivery of the scope of work associated with AMS Local Food Promotion Early Childcare Grant Program awarded to LCCDC
* Engage in the development and implementation of local food procurement with area schools, childcare and institutions partnering with Food Corp, Western Montana Growers Cooperative and other resources for local food procurement
* Collaborate with the statewide Farm to School leadership team and the Early Childcare Working Group in project development and communication strategies
* Assist in the coordination of new approaches to increase local food access with Montana Food Bank Network and other food aggregators and distributors

Communication and Outreach

* Responsible for developing and coordination effective communication through our regional food system partnerships.
* Assist in developing market strategies and promotional materials and conduct outreach activities that promote Local Food Procurement

**Secondary Responsibilities (15%):**

* Assure all training, client activity and outreach are tracked through the established Organization data base and reported quarterly to the Center Director.
* Special projects which may be assigned
* Assist others to provide back-up on phones, client assistance and other such routine items.

**Supervisory Responsibilities:** none

**Qualifications:** College graduate with an understanding of local food system development and the basic elements of marketing and project promotion. Good verbal and written communication skills a must as job requires interaction with producers, boards of directors, public officials, community and business leaders as well as the ability to structure projects and write and/or help assemble business plans and grant applications.

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Normal office hours are Monday through Friday between 8:00 AM and 5:00 PM. Occasional evening or weekend work is required.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to travel by car and, upon occasion, by plane. The employee is regularly required to climb stairs, stand for periods of times in training or group lecture situations and walk on uneven ground at agriculture sites. The individual must occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision and ability to adjust focus.

**Hourly Rate for Position: $16.00- $18.00**

**Effective Date: May 1, 2020**

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_