

Project Manager, Colorado Farm & Food System COVID-19 Rapid Response Fund

The Colorado Farm & Food Systems Response Team is stewarding the development and execution of the Colorado Farm & Food System COVID-19 Rapid Response Fund to provide flexible resources to entities working to support the needs of small- and mid-sized who are negatively impacted by measures taken as a result of COVID-19. The Fund is designed to strengthen work already happening in our communities and to increase the capacity of local organizations to respond to emerging needs.

As the Colorado Farm & Food Systems Response Team launches the fund, it is looking to hire short-term support for project management and coordination. To learn more about the opportunity, please contact Matt Barry, m.barry@nationalwesterncenter.com. We are looking to hire immediately and the opportunity is open until filled.

Term: Approximately 15-20 hours per week from 4/27 – 6/8

Responsibilities:

- Source and set up systems (e.g. Asana or Trello) or create digital tools (e.g. gantt chart in Google Docs) to manage all fund-related work streams throughout the duration of the project
- Schedule, facilitate and document all relevant RRF project team meetings
- Prepare detailed progress reports for the CFFS steering committee weekly on Mondays and for grant funders as necessary
- Assist in generating critical fund-related assets, including but not limited to:
 - Request-for-application materials
 - Communications materials (e.g. language and imagery for social posting)
 - Orientation materials for the review team
 - Decision-making guides and scoring sheets
- Collaborate with CFFS steering committee and communications project team to disseminate RFA and other updates
- Carefully manage information across various stakeholder groups (e.g. reviewers, fund project team, steering committee, etc.) to avoid conflicts of interest and/or the appearance of impropriety

Candidate Qualities:

- Well organized with precise attention to detail
- Excellent written communication skills
- Willingness to step outside of PM role to support the project's success
- Inspires others to get it done!