

Colorado Farm & Food Systems Resiliency Team

Project Manager and Meeting Coordinator

Open Immediately – March 31, 2021

\$15,000 contract

The [Colorado Farm & Food Systems Response Team](#) (CFFSRT) works to support Colorado farmers and ranchers as they respond to current and potential market disruptions due to COVID-19. Through policy advocacy, sharing and communications, funding, training and technical assistance, and on-going data analysis, we work to ensure all Colorado producers are equitably connected to resources and market connections. Our team is focused on supporting the specific needs of small- and mid- size growers, direct market farms, beginning farmers and ranchers, veteran farmers, farmers of color, and female farmers.

Position Description

- Coordinate weekly steering committee meeting
 - Maintain standing SC call agenda
 - Identify and secure note-taker for each meeting
 - Facilitate SC meetings
 - Run the Thursday call planning section and connect and follow up with SC members and presenters from the Thursday call planning section
- Coordinate and participate in statewide CFFSRT calls (aka Thursday calls)
 - Develop statewide call agendas and speaker ideas with th SC
 - Develop and send run of show document for statewide call.
 - Create and send call reminder to full CFFSRT list and Slack
 - Coordinate speakers
 - Run the pre-call check-in for SC members assigned to a section and guest speakers
 - Take notes from each call and upload to Slack and the team drive
 - Run any polling on the call
 - Monitor and add in resource links to chat
 - Follow up on action items from call and speaker thank yous
- Manage communications and technology for the SC and Thursday call meetings
 - Zoom coordination and logistics
 - Calendar scheduling
 - Email and participant list management
 - Google Drive management/admin
- Support and connect work group activities
 - Attend CFFSRT work groups
 - Track work group activities and requests
 - Connect work groups activities with other work groups and the steering committee
 - Assist work groups with elevating issues and topics for statewide calls
- Support strategic direction of the steering committee and CFFSRT efforts
 - Report themes, issues, opportunities to the steering committee
 - Identify and assess opportunities for the CFFSRT to address based on work group activities, Thursday calls, and other inputs
 - Connect resources and ideas across work groups
- Identify longer-term opportunities for CFFSRT
 - Work with the steering committee and work groups to identify and craft approaches for additional funders

- o Support the steering committee and work groups in creating long-term work plans
- Assist with special projects and tasks for the team and work groups as they arise

Position Requirements

- Background in project management
- Background in meeting facilitation
- Experience with Colorado's food systems
- Demonstrated awareness of agricultural partners in Colorado
- Detail oriented and organized in scheduling and logistics
- Experience with technology systems: scheduling, Google drive (docs, sheets, and forms), and virtual conferencing systems and functions (Zoom preferred)

The Project Manager will report to and be supervised by the CFFSRT Steering Committee and will be paid via the CFFSRT Fiscal Manager, Nourish Colorado.

Interested applicants should submit their CV or resume and a brief cover letter expressing their interest no later than Friday November 20th.

For questions or to submit, please contact wendy@nourishcolorado.org.