

**Job Title:** Local Food Program Specialist

**Reports To:** Director of Healthy Food in Institutions

**Location:** Denver-based with ability to work remotely from home

**Position:** Full-time with benefits

**Salary Range:** \$50,000-\$55,000 plus comprehensive benefits

Nourish Colorado offers a comprehensive benefit package including: health, dental, and vision insurance, life insurance, short- and long-term disability, 401K match, flexible spending accounts

**Summary:** The Local Food Program Specialist supports the various work happening within our Healthy Food in Institutions program area. This work includes but is not limited to: “LoProCO” Local Procurement Colorado, Local Food Program, and Food Systems focused policy initiatives. The Local Food Program Specialist is an integral member of our team and collaborates with local school districts, early childcare sites, other institutional food service programs, state agencies, local farmers and ranchers, and multiple partners around the state. The focus of our work is to transform local procurement efforts and strengthen connections between growers, local institutions, and their surrounding communities, revitalizing local and regional food systems, and providing critical calories and nourishing food to Coloradans. We also support institutional food service programs with trainings designed to enhance their meal programs and overall food service operations. The Local Food Program Specialist will be instrumental to these innovative and evolving programs by taking an active role in managing the implementation of the Local Food Program which provides training and technical support to participating K12 Districts and their local agricultural producers.

Moderate (between 35-55%), in-state travel is necessary for this position depending on regional focus and technical assistance needs; out-of-state travel may be required in the future.

### Essential Responsibilities and Duties

- Handle administrative responsibilities for the Local Food Program, such as scheduling recurring calls, planning and booking travel, coordinating and facilitating calls, provide copy editing for materials, collating evaluations
- Manage data collection and info-gathering interviews with participating providers (School Districts) and key stakeholders
- Collate, analyze, and disseminate quantitative and qualitative data collected through the Local Food Program, creating infographics and presentations to share with partners and other mechanisms
- Craft individualized technical assistance plans and trackers for providers participating in the Local Food Program
- Support participating providers with culinary training and technical assistance as it relates to their local procurement goals
- Facilitate the development and curation of materials and resources to support agricultural producers with entering the K12 market.
- Play an integral role in the streamlining and connection of farm to institution efforts and resources across the state
- Share local procurement best practices & collaborate with Nourish CO staff members and program consultants
- Represent the program(s) at relevant conferences to promote the program(s) & extend brand recognition
- Be available and responsive to program contractors, partners, Nourish staff, institutional contacts, and other key partners as needed
- Assist with the documentation and tracking of evaluations and deliverables for the varying programs
- Provide support, content and expertise for communications, marketing, and fundraising efforts



### Qualifications and Experience:

- Minimum 3 years' experience working in an institutional food service setting, ideally in a leadership role, K12 preferred
- Minimum 2 years' experience with collecting, organizing, and analyzing data
- Commitment to food safety and sanitation; ServSafe Certified preferred or the ability to receive certification within 2 months of hire
- Familiarity with the National School Lunch Program and other Child Nutrition Programs, procurement and bid processes, and varying farm-to-institution programs
- Base understanding of Colorado's growing season and primary agricultural products
- Basic awareness about local food systems, including but not limited to our local food hubs, aggregators, distributors, and various agricultural support associations
- Demonstrated success in project management and training facilitation with keen attention to detail
- Technologically savvy and organized
  - Proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook) and Google Drive
  - Ability to manage, organize, and analyze information
- Proactive approach to problem identification and resolution
- Ability to adapt and manage complex change, create strategic plans
- Excellent communication and interpersonal skills; ability to work collaboratively (bilingual in Spanish a plus)
- Sensitivity and experience working with diverse populations, cultures, and socioeconomic backgrounds
- Commitment to Nourish Colorado's mission, vision, goals, and organizational values

### About Nourish Colorado

Through advocacy for strong policies, implementation of statewide initiatives, and partnerships with communities, state, and national organizations, Nourish Colorado works to ensure all Coloradans have equitable and abundant access to nutritious foods from a resilient food system. Our core values are:

1. Access to nourishing food is a basic human right.
2. A person's ability to feed themselves and their households all the nourishing food they want should ***not*** be determined by economic conditions, race or ethnicity, or where they live.
3. Food systems must be transformed to work best for those who have been and are intentionally marginalized in order to create lasting and sustainable change for all.

Please read more about these values and our organizational commitments here: <https://nourishcolorado.org/about/>

Nourish Colorado is committed to recruiting and supporting a diverse workforce that is representative, at all job levels, of the communities we serve. We promote a culture of inclusiveness, respect, communication and understanding. Nourish Colorado is dedicated to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

This position would **ideally start end of October 2022** and is fully funded for two years based on appropriations via the State legislature. Extension of position is based on performance and available funding.

Interested candidates should send resume and cover letter to [jessica@nourishcolorado.org](mailto:jessica@nourishcolorado.org) with the position title in the subject line **by September 16<sup>th</sup>, 2022**

