



Valley Food Partnership is a regional 501(c)3 not-for-profit charitable organization located in Montrose, Colorado. Our team's culture is rooted in local agriculture and community wellness. We value diversity and are dedicated to improving the lives of all community members.

The mission of Valley Food Partnership (VFP) is to strengthen the regional food system and community well-being through education, access to quality local foods, and promotion of sustainable agricultural practices. To learn more, go to www.valleyfoodpartnership.org.

Job Description

Job Title: Cultivating Farmers and Ranchers that Thrive (CFRT) Project Specialist

Direct Report: Executive Director

Classification: Regular Part-time, non-exempt (20 hours per week)

Salary: \$20,000/year

Starts: flexible, ideally January 16th, 2023

Purpose of the Position:

The CFRT Project Specialist will support the implementation of VFP's Beginning Farmer Rancher Development Program. The Project Specialist is responsible for evaluation of the program, connecting participants to land resources, coordination of specialty trainings, and supporting the network and recruitment of contributors to CFTR.

Duties and Responsibilities

The primary job duties and responsibilities of the CFRT Project Specialist include the following:

Evaluation

- Ensure timely and accurate data collection and analysis
- Collaborate with Colorado State University (CSU) Department of Agriculture and Resource Economics professors and graduate students to evaluate the quality, effectiveness and outcomes of the CFRT program
- Coordinate between CSU and Holistic Management Institute (HMI) to ensure evaluation of HMI's curriculum
- Publish findings through appropriate channels
- Ensure all required paperwork is complete and stored appropriately

Land Connection

- Collaborate with Landlink/Guidestone Colorado to ensure access for program participants
- Recruit and maintain landowners willing to lease land to beginning farmers, ranchers and facilitate access to lease resources
- Work with the City of Montrose and volunteers to maintain land for beginning farmer land access

- Ensure all required paperwork is complete and stored appropriately

Participant Cohorts

- Support outreach and recruitment of prospective CFRT program participants, mentors, and Farmer/Rancher Advisory Team in collaboration with partner organizations
- Oversee speciality curriculum delivery in collaboration with partners, most notably market channel training, meat school, and Western Colorado Food and Farm Forum track
- Participate as needed in course delivery
- Actively work to reduce barriers for program participants
- Ensure all required paperwork is complete and stored appropriately

Overall Program Management

- Ensure consistent media presence, including but not limited to social media, publications, etc.
- Support grant reporting in collaboration with the Executive Director
- Work as a team with other staff to meet grant deliverables
- Represent VFP at various community events, including but not limited to presentations, fundraisers, staffing booths, etc.
- Create and present program updates to Board of Directors as requested
- Other duties as assigned

Qualifications and Benefits

Qualifications for this position are:

- Bachelor's degree in related field preferred
- Experience in farming and/or ranch management or experience working with producers
- Experience working with diverse populations (age, background, culture, economic status, etc.)
- Strong coordination skills including organization, follow-through, attention to detail, and ongoing communication
- Experience with data management and appreciation of role in community programming
- Community-minded
- Willingness to take an equity lens in the programming offered
- Confident in building new relationships
- Strong written and verbal communication skills
- Growth mindset

- Experience with computer programs such as Microsoft Excel, Word, PowerPoint, Google email and calendar; ability to use the computer for internet, database entry and management, spreadsheets, and web-based office and communication platforms such as Facebook, Instagram, etc.

This position is eligible for PTO accrual and holiday pay based on its classification.

Work Hours and Rate of Pay

The CFRT Project Specialist position is a part-time, regular, non-exempt position. He/she will work 20 hours per week. Primary office hours are 8:30 am to 5:00 pm, Monday through Friday. Location of work will vary based on tasks; this position does require travel to curriculum delivery sites, land lease sites, farms/ranches, and other locations as needed. Hybrid position is a possibility, but staff must work in office 1/week. The Specialist will be required to work evenings, weekends for course curriculum delivery, annual forum, special events, fundraisers, and community functions as needed to perform tasks. Hours can be flexed when minimum hours are met, and when evenings or weekends are needed. Flexibility of work hours is a valued part of our culture.

Pay: \$20,000/year

Requirements

The position requires the ability to lift 40 lbs. Applicants must have a valid driver's license, reliable transportation, current auto insurance, and a cell phone.

How to Apply

Please send your cover letter and resume to **penelope@valleyfoodpartnership.org**. In the subject line, type "CFRT Project Specialist Position." The position will be open until filled.