Job Opening - Project Coordinator  
(Accepting applications until Feb 5, 2020)

The Connecticut Farm to School Collaborative (CTFTSC) is actively seeking to fill a newly created position of Project Coordinator.

**Summary of Primary Responsibilities** - 75% of the Project Coordinator’s responsibility will be working with the state’s leading Farm-to-School partners and allies to implement the recently developed CT Farm to School Action Plan. This work includes coaching and coordinating with 3 Action Team Leaders, supporting the activities of 3 Action Teams, and maintaining excellent communication systems with all stakeholders.

The remaining 25% of the Project Coordinator’s time will be directly supporting the work of the CTFTSC, which includes staffing the monthly meetings, managing the ctfarmtoshool.org website and google group, coordinating efforts for CT Grown for CT Kids Week, and working with CTFTSC members on key annual events.

The Project Coordinator’s scope of work will be guided by key leaders at CTFTSC, including representatives of FoodCorps CT and CT State Dept. of Education.

**Action Plan Background**: In 2019, CTFTSC engaged a strategic planning consultant to design and implement a strategic planning effort over 6 months built on interviews with 30 stakeholders, 4 focus groups, system mapping, and culminating 2-day summit. The numerous goals and strategies that were generated at the summit have been organized into 3 Action Teams:

- Action Team #1 - Increase Ease of Use for Farm to School (e.g. better systems to connect supply and demand);
- Action Team #2 - Increase Farm to School Education (for all stakeholders);
- Action Team #3 - Increase Resources/Funding for Farm to School.

Moving forward, CTFTSC will invite stakeholders to join Action Teams in January 2020 and each team will be invited to select its own Action Team Leader soon after convening.

**Supervisor** - Jiff Martin, UConn Associate Extension Educator in Sustainable Food Systems.

**Work week** - 3 or 4 days per week (24-30 hours per week). A balance of collaborative work (in Vernon office) mobile work (with partners), and focused work (at home) is expected. Flexible scheduling during normal business hours is possible. The position will require in-state travel (mileage will be reimbursed at federal rates on a monthly basis) to meetings and events. It may also require occasional working outside normal business hours for special evening or weekend events. The office is located at: UConn Extension, Tolland County Extension Center, 24 Hyde Avenue, Vernon, CT 06066

**Compensation** - $25/hour. Timesheets are submitted every two weeks. This is a temporary, project-based position without benefits.
Duration - Position starts in Feb 2020, with funding in place through December 2020. Continued employment in 2021 depends on job performance and availability of new funding. This is a grant-funded position.

Coordinator Duties:

- Uphold commitment to the Guiding Principles* of the CT Farm to School Action Plan:
  *Guiding Principles: CT FTS network will work as a cohesive and inclusive unit to ensure equitable processes and culturally appropriate resources. There will be increase accessibility in the CT FTS network to ensure institutionalized power is shared. We understand there are multiple forms of capital, including human and environmental capital.
- Communicate with stakeholders about Action Plan progress and activities, and continuously recruit stakeholders to participate in an Action Team
- Maintain up to date information about the Action Plan on ctfarmtoschool.org website
- Organize and lead monthly check-in meetings with Action Team Leaders
- Attend Action Team meetings to support meeting facilitation by Action Team Leaders
- Assist with clarifying Action Team goals and strategies
- Report on progress of Action Teams to supervisor, leadership team, and CTFTSC
- Attend occasional events to present news about the Action Plan to current and new allies
- Organize Action Team Gatherings (summer 2020, winter 2020)
- Work with 3-member leadership team of CTFTSC to set monthly agenda for CTFTSC meetings
- Manage meeting reminders for CTFTSC members and share resources as appropriate through CTFTSC’s google group
- Record meeting minutes for CTFTSC and distribute afterward to members
- Lead CTFTSC’s planning team during August-September in preparation for CT Grown for CT Kids Week (likely to be Oct 5-9, 2020)
- Maintain an active presence on Collaborative social media account/s
- Contribute to professional collaborations with CTFTSC members as they emerge
- Through visits and one-on-one meetings, work intentionally to develop strong working relationships with each CTFTSC member

Ideal Qualifications:

- Proven project management skills
- Excellent time management and organization skills, including the ability to prioritize tasks while managing multiple activities
- Proven administrative skills, including word processing, building online forms, maintaining contact info, scheduling meetings, and managing GoogleDrive folders/docs
- Strong verbal and written communication skills with team members, stakeholders, and the public
- Proven skills developing and delivering presentations to professionals
- Experience using email, e-newsletters, and social media platforms for effective communication with a network of project stakeholders
- Experience in website creation and content management
• Experience with design programs a plus (e.g. Canva, Adobe Illustrator)
• Familiarity with the capacities, needs, and challenges of both growers and school food service directors
• Interested in the interconnected issues of food, health, nutrition, equity, and justice
• Experience working with a statewide council, collaborative, or coalition that includes representatives of state agencies, non-profits, and the private sector is desired
• Enjoys event planning
• Enjoys talking and working with people from diverse professions and backgrounds
• Bachelors or Masters degree (or equivalent experience) in education, public health, or agriculture-related field

To Apply - Send a resume and cover letter by February 5th to jiff.martin@uconn.edu

The University of Connecticut is an Affirmative Action/Equal Employment Opportunity employer. People of color, women, LGBTQ+, people with disabilities, and members of traditionally underrepresented populations are strongly encouraged to apply.