

# SEASONAL OUTREACH COORDINATOR

## JOB DESCRIPTION



The Rhode Island Food Policy Council seeks a part-time paid **Seasonal Outreach Coordinator**. The primary objectives for the person in this role are to:

- Support outreach efforts to historically underserved farmers related to accessing technical assistance service providers and USDA programs
- Strengthen relationships between historically underserved farmers and USDA, RIFPC, Rhode Island Conservation Districts, and partner organizations
- Assist historically underserved farmers in Rhode Island achieve business growth, sustainability, and viability

The ideal candidate for this position will be:

- **A program navigator.** Someone who is experienced in the application process for direct to farmer grant and loan programs.
- **An open, confident communicator.** An open-minded person who is energized by social interaction, listens first, asks questions, and is equally strong in verbal and written expression.
- **A food producer.** Someone who is experienced in growing or raising plants or animals in Rhode Island, at any scale.
- **A relationship-builder.** Someone whose enthusiasm and authenticity invite interaction, meeting people where they are in a variety of communication styles and environments.
- **A facilitator.** Someone who enjoys planning meetings and connecting the dots between conversations and collaborators.

The **Seasonal Outreach Coordinator** reports directly to the Program Director for Food Business & Economic Development, takes part in weekly staff meetings, has weekly communication with the Program Director, and also communicates with staff, Council members and community members on specific tasks. The **Seasonal Outreach Coordinator** meets directly with farmers and partner organizations, supports the development and facilitation of farm business technical assistance programming, and communicates to RIFPC staff on progress.

This is a part-time position working 20-25 hours per week at \$30 per hour. Start date is flexible, anticipated beginning in November 2024 and continuing until April 2025. Most work will be conducted in-person, however there will also be virtual meetings. This role requires regular travel throughout Rhode Island to visit farms and growers. The coordinator is expected to use their own vehicle to travel around the state, and mileage will be reimbursed at the federal rate.

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## Responsibilities

- Conduct outreach to historically underserved farmers in Rhode Island to share information regarding USDA programs, technical assistance service providers, and workshops and events
- Facilitate conversations with historically underserved farmers to identify barriers to accessing federal and state business and technical resources and identify key farm business learning interests
- Support facilitation of workshops throughout Rhode Island on farm business development and key farm business learning interests as identified
- Collaborate with partner organizations to coordinate outreach and workshop facilitation for farmers
- Support the development of additional farmer-focused financial and technical assistance programming and workshops
- Develop communications and outreach strategies that prioritize equity and accessibility
- Perform other work as requested by Program Director for Food Business & Economic Development

## Requirements

- Familiarity with preparing for, applying to, or executing grants or loans, especially from USDA (FSA, NRCS, etc) and other farm-related funders
- Experience farming or growing food or existing connections with farming community in Rhode Island
- Comfort working and communicating with a broad range of demographically, experientially, and cognitively diverse people
- Experience using Google Drive, Excel, MS Office Suite, Zoom, Basecamp, and other common professional platforms/programs
- *Strongly preferred:* Fluency or proficiency in any of these languages: Spanish, Hmong, Kinyarwanda/Kirundi, or Swahili
- *Preferred:* Experience facilitating workshops or meetings
- Excellent active listening, verbal and written communication skills
- Ability to meet in person with stakeholders throughout the state
- High school diploma/GED, some college coursework related to agriculture, natural resources, or public or business administration preferred
- Knowledge or awareness of the Rhode Island/regional food system preferred
- At least 17 years of age
- A US Citizen, U.S. National, or Permanent Resident
- Willingness to undergo a National Criminal History Background Check

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*Please note: We encourage applications from individuals who believe they possess the key competencies and can demonstrate ability to execute the responsibilities, even if you do not have every listed qualification/skill.*

Individuals who want to apply should send a cover letter and resume to **info@rifoodcouncil.org** with "**Seasonal Outreach Coordinator**" in the subject line. A writing sample is appreciated, but not required at this stage.

## **ABOUT RIFPC**

The Rhode Island Food Policy Council (RIFPC) is a statewide network established in 2011 with a mission to promote a more equitable, accessible, economically vibrant and environmentally sustainable food system. We cultivate partnerships, develop and implement high-impact projects and advocate for good food policy. We center equity in our work, which touches all parts of the food chain – production, harvesting, processing, distribution, consumption and waste management. We operate with a small, all-hands-on-deck, collaborative professional staff, over 125 engaged and diverse council members and hundreds of stakeholders from across the Ocean State. RIFPC is an independent 501c3. More information about RIFPC can be found at [www.rifoodcouncil.org](http://www.rifoodcouncil.org).