



JOB DESCRIPTION

COMMUNITY OUTREACH COORDINATOR: GROWING FOOD CONNECTIONS

American Farmland Trust (AFT) seeks an energetic self-starter to coordinate extension and outreach to help local governments build capacity to plan for food and agriculture and develop public policies to strengthen community food systems.

AFT is the nation's leading national organization dedicated to protecting farmland, promoting sound stewardship and keeping farmers on the land. The Community Outreach Coordinator will support AFT's partnership in a USDA-funded integrated research, education and extension project called Growing Food Connections (GFC) www.growingfoodconnections.org. The Coordinator's primary responsibilities will be to coordinate and deliver training and technical assistance to eight counties across the United States.

The ideal candidate will have a background in land use or community planning, sustainable agriculture, food systems and public policy at the local government level. S/he will have a passion for community engagement, excellent listening, communication and interpersonal skills, experience working with diverse populations, and demonstrated ability to work both independently and collaboratively as part of closely knit team. Strong computer skills and an ability to coordinate multiple people, partners and deliverables is essential.

The Coordinator will report directly to AFT's Assistant Vice President of Programs and work closely with other project staff within AFT and with GFC partner organizations. The position is full time and based out of AFT's Northampton, Mass. Office. Extensive travel is required.

Duties and Responsibilities:

The Community Outreach Coordinator will be the gatekeeper for delivering technical assistance and training to eight counties from New Mexico to Maine. This will include working closely with the GFC project team to develop and deliver 3-5 webinars per year as well as at least one in-person results workshop over the next two years. In addition, s/he will help develop the content for support materials, coordinating technical assistance to and engagement between the eight communities and other team members, delivering trainings and measuring change in these communities. In addition, s/he will be responsible for coordinating activities with the AFT project team and partner institutions as needed.

Specific duties include:

- Work with the AVP, GFC team members and National Advisory Committee to develop and deliver workshops, webinars and other standardized training.
- Help develop support materials and make them available via Podio (project management platform).
- Provide follow up support and technical assistance to local government officials and steering committees in eight Communities of Opportunity.
- Support the development of training and other support materials, including:
 - Policy briefs;
 - Community Guide to Planning for Agriculture and Community Food Systems;

- Policy data base; and
- Local government policy tool box, check list and evaluation.
- Provide logistical support for travel and results workshops;
- Work with the team to develop peer-to-peer training and a learning network between successful communities (communities of innovation) and the eight Communities of Opportunity.
- Coordinate regular communication within the project on COO progress.

Qualifications:

The Community Outreach Coordinator must be both independent and collaborative, and a capable problem solver. Direct professional experience working with planners, local governments and their partners is required, as well as working with agriculture and food system stakeholders on public policy initiatives. The successful candidate must be highly motivated with strong listening, interpersonal and communications skills (writing, presenting, phone, computer, partner relations etc). Experience with social media, communications campaigns and public engagement is strongly preferred.

- A minimum of an undergraduate degree and 3 years of professional experience in planning, community or economic development, sustainable agriculture, community food systems or Extension. An advanced degree related to one or more of the noted disciplines may substitute for one year of work experience.
- Excellent written, verbal and listening skills.
- Demonstrated ability in project management.
- Experience with education and outreach, community engagement and working with diverse populations.
- Facility with the Microsoft Office – additional experience with GIS, Podio or other virtual project management software and social media is preferred.

Compensation:

Salary is competitive and commensurate with experience and background. Full benefits package.

To apply, send letter, resume and salary requirements by February 15, 2016 to: Growing Food Connections, American Farmland Trust, One Short Street, Northampton MA 01060 or dmittasch@farmland.org

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