

**TITLE:** Regional Farmer Training Programs Coordinator

**ASSOCIATION:** Inter-Faith Food Shuttle

**STATUS:** 20 hours weekly

**START DATE:** January 2012

**REPORTING TO:** Director of Nutrition, Farms, & Gardens



**MINORITIES ARE STRONGLY ENCOURAGED TO APPLY**

*Accepting applications until position is filled*

**About the Food Shuttle, IFFS Farm, and Regional Farmer Training Programs:**

The Inter-Faith Food Shuttle (IFFS) pioneers innovative, transformative solutions designed to end hunger in our community. IFFS Nutrition, Farms and Garden Programs help build community health, wealth, and security by bringing our community together to EAT, GROW, COOK, SHARE, AND MOVE. Food justice, inclusivity, meaningful economic development and environmental stewardship are pillars of IFFS farm programs.

Located in Raleigh, NC, IFFS Teaching Farm offers hands-on sustainable farming education at all levels. IFFS Teaching Farm grows thousands of pounds of fresh vegetables each year for IFFS distribution to over 200 agencies across the triangle region. IFFS farm programs aren't just about growing food, they're about growing farmers and growing our community. Educational farm programming includes volunteer opportunities, farm tours, workshops for farmers and homesteaders, and a Young Farmer Training Program for teenagers. In 2012, IFFS will launch two new programs for farmer training: 1. a Regional Outreach Training Center (**ROTC**) in collaboration with Growing Power and Longview Alternative High School; and 2. the Collaborative Regional Alliance for Farmer Training – United Piedmont (**CRAFT-UP**).

In collaboration with Longview Alternative High School in Raleigh as a partner of Growing Power in Milwaukee, Inter-Faith Food Shuttle is Growing Power's newest "Regional Outreach Training Center" (**ROTC**). Each Fall, Longview will host a weekend intensive farming workshop for teens, and each Spring, IFFS will host a weekend intensive farming workshop for adults. These two weekend workshops will be offered annually beginning Fall 2012. From Growing Power's website:

The vision for Growing Power's Regional Outreach Training Centers is to provide Growing Power's technical training support at the local level as an expansion of Our Vision: Inspiring communities to build sustainable food systems that are equitable and ecologically sound, creating a just world, one food-secure community at a time. A Regional Outreach Training Center, or ROTC, will be able to host Growing Power, "From the Ground Up" type workshop for the region and will receive technical support to plan and develop a Community Food Systems project inspired by Growing Power's Community Food Center and Projects.

"The Collaborative Regional Alliance for Farmer Training (**CRAFT**) is a farmer-led coalition organized by sustainable agriculture farmers in a self-selected geographic region. Participating farmers offer up their time, talents and experience to help prepare the next generation of farmers. The secret to CRAFT's success is simple -- farmers learn most effectively from other farmers. CRAFT provides farmer-to-farmer learning and access to the social network and culture of local farmers." ( [www.craftfarmers.org](http://www.craftfarmers.org)). Collaborative Regional Alliance for Farmer Training – United Piedmont (**CRAFT-UP**) group will offer resources for residents of the Piedmont bioregion. CRAFT-UP will be a venue for established Piedmont farmers to streamline and network their training opportunities, while providing beginning farmers with a formal network and more resources for entry into farming careers.

### **General Function:**

Under the supervision of the YFTP Coordinator and in keeping with the mission of the Inter-Faith Food Shuttle, the Regional Farmer Training Programs Coordinator will coordinate ROTC and CRAFT-UP programming. Regarding ROTC, this person will coordinate the teams at IFFS, Longview, and Growing Power, in collaboration with a community advisory team, to prepare IFFS farm and Longview's garden for ROTC workshops twice each year. For the CRAFT-UP program, this person will coordinate a network of established and beginning farmers through a website and short courses on farms.

This position includes coordinating **planning and design, recruitment and advertising, communication, launch and facilitation**, and **evaluation** with the team.

It is crucial that the Regional Farmer Training Programs Coordinator is able to work well with the entire team, contribute to a positive learning atmosphere, and embrace a culture of creativity and open feedback that empowers all participants while enhancing regional farming systems.

### **Qualifications & Skills:**

- Demonstration of initiative, innovation, prioritization, and organizational skills
- Project management, coordination, or event planning experience
- Farm or Ag education preferred (including coursework/experience in sustainable agriculture and agricultural education and/or experience teaching ag)
- Teaching and classroom management experience, ideally in an outdoor/farm setting, especially with non-profits and at-risk youth, preferred
- Experience working with team of partners, managing staff and/or volunteers
- Detail-oriented organizational skills required
- Excellent communication skills including group presentations and writing
- Basic Microsoft Office skills (especially excel) and web navigation skills required
- Research, budgeting, and program evaluation experience preferred
- Understanding of local food justice issues and commitment to IFFS mission
- Applicant must have consistent access to a reliable vehicle and a as some driving is required

### **Principle Responsibilities**

This position includes coordinating **planning and design, recruitment and advertising, communication, launch and facilitation**, and **evaluation** with the team.

### **PLANNING AND DESIGN (25%):**

- ROTC:
  - Facilitate planning sessions with advisors and team from IFFS, Longview and Growing Power to identify mission, goals and objectives of ROTC (early in development)
  - Co-develop the sites at IFFS farm and Longview garden as 'outdoor classrooms' and map elements of each site, especially what is needed and how volunteers can help
  - Create timelines for each site and workshop series including marketing/outreach plans
  - Plan and co-design curricula with team using SMART techniques:
    - outlines
    - answer questions of who/what/where/when and especially why
    - protocol, procedures and policies for workshops including record-keeping mechanisms
  - Co-create budget with IFFS, Growing Power and Longview team
  - In 2013, plan annual 'ROTC alumni party' for graduates to network and celebrate
- CRAFT-UP:
  - Invite regional farmers, farm service providers, and beginning farmers to join CRAFT-UP advisory council

- Facilitate planning sessions with advisory council and team to identify mission, goals and objectives of CRAFT-UP (early in development)
- Create timelines for workshop series including marketing/outreach plans
- Co-coordinate at least eight workshops in 2012 on host farms
- Plan and co-design curricula with advisory council using SMART techniques:
  - outlines
  - answer questions of who/what/where/when and especially why
  - protocol, procedures and policies for workshops including record-keeping mechanisms
- In 2012, plan an annual autumn 'CRAFT-UP party' for members to network and celebrate

#### **COMMUNICATION AND RECRUITMENT (25%):**

- ROTC:
  - Regular meetings with team (sometimes on phone) to plan and share responsibilities
  - Co-develop media (articles, video, audio, etc) about ROTC
  - Publicize/advertise ROTC for facilitators and for participants
  - Manage all communications with workshop facilitators and participants
  - Coordinate with website developer for ROTC to create and maintain useful online resources and network
  - Encourage on-going collaborative feedback to improve programs
- CRAFT-UP:
  - Invite regional farmers, farm service providers, and other farm teachers to join CRAFT-UP as members/mentors. Invite future and beginning farmers to join CRAFT-UP as members/students
  - Clearly define benefits to all participants
  - Publicize and advertise each workshop well in advance
  - Host regular meetings with team and advisory council (sometimes on conference calls) to plan and share ideas, responsibilities, and lessons learned
  - Co-develop media (articles, video, audio, etc) about CRAFT-UP
  - Manage all communications with workshop facilitators and participants
  - Coordinate with website developer for CRAFT-UP to create and maintain useful online resources and network
  - Encourage on-going collaborative feedback to improve programs

#### **LAUNCH AND FACILITATION (25%):**

- ROTC:
  - Provide all participants with logistical information and support before, during and after each workshop including back-up plans and alternative activities
  - Coordinate all workshop facilitators to plan and execute successful workshops
  - Coordinate all workshop participants to provide adequate information for participant success
  - Empower youth and adult participants with opportunities for meaningful learning, sustainable job creation, and regional networking
- CRAFT-UP:
  - Provide all participants with logistical information and support before, during and after each workshop including back-up plans and alternative activities
  - Coordinate all host farms to plan and execute successful workshops
  - Coordinate all workshop participants to provide adequate information for participant success
  - Empower youth and adult participants with opportunities for meaningful learning, sustainable job creation, and regional networking

**EVALUATION (25%):**

- ROTC:
  - Develop record-keeping mechanisms to evaluate workshops including quantitative and qualitative methods and measures of success
  - Engage team in routine feedback loops to track development and lessons learned
  - Create project reports (written and presentations) including annual reviews and media pieces for the public
  - Follow-up with workshop participants and facilitators annually to track their activities, successes, and lessons learned
  - Communicate regularly with the director and IFFS staff about progress, difficulties, and needs
  - Represent and promote ROTC and IFFS programs at local events, workshops, meetings, conferences, etc
- CRAFT-UP:
  - Develop record-keeping mechanisms to evaluate workshops based on goals/objectives (including number of host farms, number of members, number of workshops, and qualitative data)
  - Regularly document and assess program development and workshops
  - Engage team in routine feedback loops to track development and lessons learned
  - Create project reports (written and presentations) including annual reviews and media pieces for the public
  - Follow-up with workshop participants and facilitators annually to track their activities, successes, and lessons learned
  - Communicate regularly with the director and IFFS staff about progress, difficulties, and needs
  - Represent and promote CRAFT-UP and IFFS programs at local events, workshops, meetings, conferences, etc

**Essential Function:**

Position requires manual dexterity, corrected vision, speech, and hearing to normal range or special accommodations made of sufficient nature for completion of assigned tasks. Will require lifting weight up to 25 pounds, and physical interactivity with people of all ages. Hours will include some evenings and weekend work, based on seasons, weather and program schedules. Valid driver's license required. Position will be based from the IFFS Raleigh farm in Wake County; however, applicant must have reliable transportation, as position will require frequent travel to any of IFFS' seven service counties.

**Performance will be measured primarily by:**

- Self-evaluations and co-evaluations with other members of team including staff, CRAFT-UP advisory board, workshop facilitators, and workshop participants, and CRAFT-UP members
- Co-development of ROTC and CRAFT-UP curricula including record-keeping and evaluation mechanisms
- Effective co-coordination with team for ROTC and CRAFT-UP design and launch
- 8 successful CRAFT-UP workshops in 2012

**Compensation:**

\$14-16K, for duration of 3-year USDA Beginning Farmer & Rancher Development Program Grant funding

***Please include cover letter and resume. If you have designed farm-based curricula/workshops in the past please include samples of those as well (5 attachments max) via email (\*please NO calls) to:***

Mitra Sticklen

Coordinator, Young Farmer Training Program

Inter-Faith Food Shuttle

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