

***Mission West Community Development Partners
Cooperative Development Center***

Job Title: AmeriCorps Vista Farm to School Coordinator

Reports to: Cooperative Development Center Director

Start/End Date: July 2021-June 2022

Apply through the Americorps Website:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=104391>

Organization Background: Mission West Community Development Partners is a 501c3 regional community economic development organization based in Ronan, MT. Mission West has four distinct centers; business, community/regional, cooperative, and food and agriculture development. The Cooperative Development Center provides technical assistance to existing and developing cooperatives in Western Montana, including grant and funding application assistance, strategic planning, and operation strategies. Mission Mountain Food Enterprise Center (MMFEC) is a shared use processing facility that supports Montana producers through technical and processing assistance. Since 2008, MMFEC has hosted the Farm to Institution program by partnering with the Western Montana Grower's Cooperative to minimally process produce for local institutions to serve Montana produce. Full time position in Mission West's office in downtown Ronan, MT in the beautiful Mission Valley. We are located close to Flathead Lake and the Mission Mountains, and about an hour and half from Glacier National Park, Kalispell, and Missoula. VISTAs are provided living allowances, education awards and access to a host of benefits during and after their service. Mission West has on-site housing available for the VISTA member.

Position Summary: The AmeriCorps VISTA Farm to School Coordinator will provide planning and coordination assistance for Farm to School and Farm to Institution projects in collaboration with the Cooperative Development Center and Mission Mountain Food Enterprise Center. The VISTA will work directly with the Northwest Food Hub Network, a new regional food systems project, to expand their market opportunities for Montana schools.

Key Responsibilities: Essential duties and responsibilities include the following:

- Develop a multi-year strategic plan and communication plan for the Farm to School program
- Conduct regular outreach to schools about availability of healthy local food products and connect schools with local distributors, food hubs, and producers
- Participate in regular meetings with the Northwest Food Hub Network and collaborate with the network on Farm to School communications, outreach, and marketing
- Research and evaluate potential value-added products that could be developed using local products and are desirable for school markets
- Research and develop Farm to School program evaluation plan, including National Farm to Institution Metrics
- Participate in the Montana Farm to School Leadership Team and relevant working groups to collaborate on potential program strategies
- Collect success stories from school food service directors on local food procurement programs and share with appropriate audiences
- Other program tasks and responsibilities as assigned

Knowledge, Skills, and Attributes

- Communicate effectively and professionally with individuals of all backgrounds and circumstances both orally and in writing
- Maintain organized records of projects
- Manage multiple tasks to meet required deadlines
- Work effectively independently and in a team setting
- Proficient in Microsoft Word, Excel, and Outlook
- Be passionate about and committed to improving the local food system
- Become familiar with federal, state, and local school food procurement regulations to assist schools in local food procurement
- Be committed to Mission West Community Development Partners' mission and vision
- Bachelor's degree in a related field
- Valid driver's license.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Normal office hours are Monday through Friday between 8:00 AM and 5:00 PM. Occasional evening or weekend work is required. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is frequently required to travel by car. The employee is regularly required to climb stairs and stand for periods of times. Specific vision abilities include close vision, distance vision and ability to adjust focus.