

**Job Title:** Regional Food Systems Partnership (RFSP) Project Coordinator

**Reports To:** Director of Healthy Food in Institutions

**Location:** Denver-based with ability to work remotely from home

**Position:** Full-time with benefits

**Salary Range:** \$52,000-\$58,000 plus comprehensive benefits (Salary range dependent on bilingual ability, years of experience, and relative skills)

Nourish Colorado offers a comprehensive benefit package including: health, dental, and vision insurance, life insurance, short- and long-term disability, 401K match, flexible spending accounts.

**Summary:** The RFSP Project Coordinator supports the various work happening within our Healthy Food in Institutions program area. This work includes but is not limited to: “LoProCO” Local Procurement Colorado, Local School Food Purchasing Program, and Food Systems focused policy initiatives. The RFSP Project Coordinator is an integral member of our team and collaborates with local school districts, early childcare sites, other institutional food service programs, state agencies, local farmers and ranchers, and multiple partners around the state. The focus of our work is to transform local procurement efforts and strengthen connections between growers, local institutions, and their surrounding communities, revitalizing local and regional food systems, and providing critical calories and nourishing food to Coloradans. The RFSP Project Coordinator will be instrumental to these innovative and evolving programs by designing and implementing data collection processes, supporting and facilitating on-site technical assistance, coordinating in-depth workshops and convenings, and creating the structure for streamlining farm-to-institution efforts around the state. Their primary role will be focused on implementing the core components of a Regional Food Systems Partnership Grant.

Moderate (between 35-55%), in-state travel is necessary for this position depending on regional focus and technical assistance needs; out-of-state travel may be required in the future. This role will be primarily focused on the Southeast Region of Colorado

### **Essential Responsibilities and Duties**

- Collaborate with key identified partners, state agencies, and institutions to design and implement baseline data collection processes specific to farm to institution
- Work with specified institutions to collect, collate, and analyze targeted local purchasing data
- Create and implement a strategic plan designed to explore and test collaborative purchasing models among institutional meal programs
- Support institutions with technical assistance as it relates to their local procurement goals
- Play an integral role in the streamlining and connection of farm to institution efforts and resources across the state
- Support the design and implementation of the LoProCO Workshop Series, with a focus on creating a repository of resources and training content to support on-site technical assistance
- Support the LoProCO Workshop Series via recruitment, workshop logistics, collating evaluations, and other administrative duties as applicable
- Share local procurement best practices and collaborate with Nourish CO staff members and consultants
- Represent the program(s) at relevant tradeshows and conferences to promote the program(s) and extend brand recognition
- Provide administrative and operational support to the Healthy Food in Institutions Team (e.g., copy editing, data collection and analysis, grant evaluation support)
- Be available and responsive to program contractors, partners, Nourish staff, institutional contacts, and other key partners as needed



- Provide support, content and expertise for communications, marketing, and fundraising efforts

#### **Qualifications and Experience:**

- Minimum 2 years' experience working in an institutional food service setting, ideally in a leadership role
- Minimum 2 years' experience with collecting, organizing, and analyzing data, preferably focused on food systems
- Familiarity with the National School Lunch Program and other Child Nutrition Programs, procurement and bid processes, and varying farm-to-institution programs
- Basic understanding of Colorado's growing season and primary agricultural products
- Basic awareness about local food systems, including but not limited to our local food hubs, aggregators, distributors, and various agricultural support associations
- Technologically savvy and organized
  - Proficient in Microsoft Office (Excel, Word, PowerPoint, Outlook)
  - Ability to manage, organize, and analyze information
- Proactive approach to problem identification and resolution
- Ability to adapt and manage complex change, create strategic plans
- Excellent communication and interpersonal skills; ability to work collaboratively (bilingual in Spanish a plus)
- ServSafe Certified a plus
- Sensitivity and experience working with diverse populations, cultures, and socioeconomic backgrounds
- Commitment to Nourish Colorado's mission, vision, goals, and organizational values

#### **About Nourish Colorado**

Through advocacy for strong policies, implementation of statewide initiatives, and partnerships with communities, state, and national organizations, Nourish Colorado works to ensure all Coloradans have equitable and abundant access to nutritious foods from a resilient food system. Our core values are:

1. Access to nourishing food is a basic human right.
2. A person's ability to feed themselves and their households all the nourishing food they want should **not** be determined by economic conditions, race or ethnicity, or where they live.
3. Food systems must be transformed to work best for those who have been and are intentionally marginalized to create lasting and sustainable change for all.

Please read more about these values and our organizational commitments here: <https://nourishcolorado.org/about/>

Nourish Colorado is committed to recruiting and supporting a diverse workforce that is representative, at all job levels, of the communities we serve. We promote a culture of inclusiveness, respect, communication and understanding. Nourish Colorado is dedicated to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

This position would start **ideally early February 2023**, with interviews starting in early January, and is fully funded for three years. Extension of position is based on performance and available funding.

Interested candidates should send resume and an optional cover letter to [devin@nourishcolorado.org](mailto:devin@nourishcolorado.org) with the position title in the subject line **by December 9<sup>th</sup>, 2022**. Any questions about the job listing prior to submitting an application must be emailed.

