

**Job Title:** Farm to Institution Administrative Specialist  
**Reports To:** Director of Healthy Food in Institutions  
**FLSA Status:** Exempt  
**Location:** Denver, Colorado (options for remote work)  
**Position:** Full time  
**Salary:** \$55,000 plus comprehensive benefits  
**Start Date:** May 1<sup>st</sup>, 2023, or earlier if possible

**About Nourish Colorado:** We are changemakers who strengthen connections with and between farms, ranches, and communities so that all Coloradans have equitable access to fresh, nutritious foods. We achieve our mission by engaging in policy advocacy for systemic change, managing innovative programs, and developing community partnerships and grassroots networks to rebalance the food system and create healthy food environments.

We hold many values sacred in our work, a primary one being building an organization that at its core is focused on equity. We work to establish practices and policies that advance multiracial and multicultural shared power in the food systems space specifically. We aim to do this throughout our organization – from who and how we hire, to where we bank, with whom we advocate, how we write grants and how close we hold our partnerships. To learn more about our vision, values, and organizational commitments please visit us at <https://nourishcolorado.org/about/>. Please read on and apply to join our diverse team of food systems and non-profit leaders and to help us do all of this better.

#### **Summary:**

This is a new position at Nourish Colorado that will support the work of the Healthy Food in Institutions Team. This Team is growing through its work to provide culinary training for schools and other institutions across the state, its deep focus on farm to institution in SE Colorado, and the current and future growth of the state’s Local Food Program out of the CO Department of Education. This position will provide key administrative tasks such as event planning and logistical support, webinar and training planning, contract tracking and management, data and evaluation support, and team scheduling. The position will also increase its focus on supporting the Local Food Program specifically and will be integrated into culinary trainings when possible and relevant. Regular, in-state travel is necessary for this position (30-50%). The position offers an exciting opportunity to play a key role in an organization seen as a national model for implementing scratch-based cooking and local procurement capacity building.

#### **Essential Responsibilities & Duties:**

##### *Trainings & Events (30%)*

- Assist in the development and growth of farm to institution and fee-for-service programming and technical assistance, including budget and contract support
- Develop, coordinate and execute program-related trainings and workshops
- Assist in the development of new workshop offerings and collaborate with external partners to implement appropriate technical assistance
- Represent the program(s) at relevant tradeshow and conferences to promote the program(s) and extend brand recognition
- Schedule training dates, handle recruitment management, and coordinate travel and other meeting logistics

- Support development of handouts, finalizing recipe templates, email communications, printing and collating materials.

*Healthy Food in Institutions Program Support (20%):*

- Work closely with Nourish’s Healthy Food in Institution Program Team (Local Procurement CO, Local Food Program, Regional Food Systems Partnership Grant) to develop training and technical assistance plans for participating districts
- Support the Nourish team to document and evaluate best practices, reach, and impact of the Local Food Program to inform the growth of the program in the future
- Scheduling recurring calls with institutions, producers, and partners
- Participating in calls and assisting with notetaking/data compilation

*Culinary Training Support (15%)*

- Support the Nourish team’s (which includes contract chefs) implementation of culinary and procurement training.
- Help develop and track institutions’ needs assessment and sustainability plans.
- Shadow and support Nourish staff culinary activities that could include:
  - Assess equipment needs and make recommendations for equipment purchases.
  - Advise on cafeteria and kitchen set up for efficiency/flow, safety and food placement, along with site visits to provide culinary support.
  - Teach food service staff to develop compliant recipes and menus/menu cycles for their sites.
  - Develop forecasting and tracking skills, leading to sustainable local procurement based off budget and menu cycles.
  - Provide skills-based training and other related technical assistance.
  - Design and implement evaluation of all culinary trainings

*Communications Support (10%)*

- Working closely with Nourish’s Strategic Initiative & Communications Manager, increase program visibility and assist in the development of marketing and communication efforts; promote the program’s successes to attract funders and establish Nourish as a leader in local procurement
- Create customized reports for both internal and external stakeholders when requested
- Create content for social media, blogs, website, and other tools for showcasing the team’s work

*Financial & Contract Management (25%)*

- Create and submit monthly invoices for partners and contractors and other expenses
- Track and approve monthly expenditures for Healthy Food in Institutions to submit to accounting
- Contract management: assure quality of implementation, partner and grant reporting

**Qualifications and Experience:**

- Technologically savvy and e-organized
  - Proficient in Microsoft Office (Excel, Word, PowerPoint and Outlook) and Google Drive
  - Ability to manage & analyze information
- Culinary experience desired

- Familiarity with the Child Nutrition Programs, Procurement and Bid Processes, and other USDA Food & Nutrition Service programs
- Familiarity with Colorado's growing season and primary agricultural products
- Familiarity with food hubs, aggregators, and other grower associations
- Keen attention to detail
- Proactive approach to problem identification and resolution
- Excellent communication and interpersonal skills with an ability to participate in a collaborative working environment
- Sensitivity and experience working with diverse populations, cultures and socioeconomic backgrounds
- Commitment to Nourish Colorado's mission, vision, goals and organizational values
- Bi-lingual English/Spanish is a plus

### **Submission**

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 identity or expression or any other characteristic protected by state or local law.

**Please submit your resume/CV to [jesse@nourishcolorado.org](mailto:jesse@nourishcolorado.org) by March 24<sup>th</sup>. A cover letter describing your interest in this position is optional but not required. Questions can be submitted to [jesse@nourishcolorado.org](mailto:jesse@nourishcolorado.org) via email only, no phone calls please.**

**This position is currently term-limited by 18 months with opportunity for a permanent position late 2024 based on funding and performance.**