



Copper Valley Development Association, Inc.

P.O. Box 9, Glennallen, AK 99588 * 907-822-5001 phone * 907-822-5009 fax
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Community Food Coordinator - Part Time-Open Until Filled

Not to exceed **450 hours@ \$20.00/hour** through **June 30, 2011** (equivalent to 11.25 weeks of full-time work spread throughout the year)

Location: Copper Valley, Alaska. There will be no structured schedule except for planned meetings. The work will be spread throughout the year. The *Coordinator* can work from home or at CVDA offices in Tazlina. A laptop computer, office supplies and flash drive will be provided.

Copper Valley Development Association, Inc. (CVDA) is a non-profit organization committed to promoting sustainable economic development opportunities in the region. CVDA is undertaking a new project to improve access to locally grown, fresh, healthy, and culturally appropriate foods for the residents of the greater Copper Valley, while promoting opportunities and training for local producers to meet these needs.

CVDA is now seeking applicants for a part-time, one-year grant-funded position for these efforts, as part of the CVDA's Rural Business Enterprise Grant, a one-year project funded by USDA Rural Development.

The *Community Food Coordinator* position is part of CVDA's part-time staff; no benefits can be provided. All paychecks must be direct-deposited into employee's account.

CVDA seeks to employ someone with knowledge of agriculture and the Copper Valley with strong communication and networking skills and experience in outreach and promotion.

Key Responsibilities:

The *Community Food Coordinator* will work as a team player with CVDA Staff, the RC&D Coordinator and local producers and customers to:

1. Collect data on existing producers and vendors in the region and survey needs, issues and concerns,
2. Match interested producers and vendors with appropriate training resources for advertising and marketing, mentoring, and other business planning tools,

3. Work with interested producers in the development and marketing of more value-added agricultural products which will serve as a role model for other emerging producers,
4. Increase demand for local foods by assisting in the development and implementation of marketing strategies to increase connections between producers and consumers,
5. Expand Farmer's Market and other marketing venues through networking and advertisement,
6. Facilitate educational workshops about benefits and varieties of local farm fresh and value-added products, linking consumers with farmers and agriculture, i.e. *Buy Local-Eat Fresh* campaign,
7. Provide farm fresh food to the neediest members of the community through voucher programs such as *Alaska Farmer's Market Nutrition Program*, *SNAP* and *WIC*,
8. Connect businesses with resources such as fishmeal from Cordova canneries, EQIP (high tunnels), energy conservation, loans or grants to purchase equipment or make other improvements, and other programs from USDA, etc.,
9. Identify public policies that are obstacles for producers, vendors and consumers, and educate producers, vendors and consumers on how to work within the policies,
10. Work with local grocery stores, restaurants, and lodges to test market products,
11. Find avenues to market local foods to schools for their lunch program, and
12. Work with farmers to develop means of consistent delivery to meet increasing demand.

Project Deliverables:

The *Community Food Coordinator* must keep careful records for all their time and activities, preparing monthly reports and bi-weekly time sheets as directed by CVDA staff. A final report, including a summary of any surveys, current lists of producers/products and venues, and recommendations/observations will be submitted to CVDA upon completion of the work. The *Coordinator* will also be responsible to document any donated materials, in-kind and volunteer labor committed towards project goals. Authorized travel will be reimbursed at the current federal standards if documented for CVDA.

Qualifications:

- Self starter and team player who can take direction and contribute creative ideas
- Strong communication and writing skills
- Experience in community outreach
- Experience or education in agriculture
- Ability to work independently while meeting project deadlines
- Knowledge of surveys, data collection and collation
- Ability to research information on Internet and local knowledge
- Ability to summarize and report information on research in electronic format, i.e. Word and Excel

Desirables:

- Demonstrated experience working with outreach and promotion of small business

- Knowledge of producing and marketing local foods
- Knowledge of Copper Valley food products
- Positive attitude, flexibility, and excellent customer relations skills

Requirements:

- High School graduate
- Eligible for employment in the United States
- Valid driver's license and ability to travel to and from producers and market sites with insured transportation
- Ability to participate in weekend and evening commitments

Funding for this position is provided by the USDA Rural Development.

The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint, write the Secretary of Agriculture, U.S. Department of Agriculture, Washington, D.C. 20250 or call 1-800-245-6340 (voice) or (202) 720-1127 (TDD).

USDA is an equal employment opportunity employer.

Complete job application and return to CVDA offices at Mile 111 Richardson Hwy or via electronic or fax transmission. Application and this job description can be found at www.coppervalley.org. Position open until filled.

Please be sure to include two references and their contact information on application

For administrative questions,

Contact CVDA Business Manager Barb Challoner @ (907) 822-5001

For technical questions:

Contact USDA RC&D Coordinator, Arlene Rosenkrans @ (907) 822-5111