



NORTH COAST FOOD WEB

Position: Producer Support Manager

Position Overview:

The Producer Support Manager works directly with food producers (farmers, fishers and foragers, as well as value added businesses and food service businesses). They will be responsible for coordinating (and at times delivering) technical support, and creating both educational programs to meet our food producer's needs and social opportunities to strengthen the relational field of our local food system. They will also be one of several staff people responsible for developing and maintaining partnership with producers and aligned organizations. This position requires some social savvy, including working across lines of difference culturally and economically.

Key Responsibilities:

- **Needs Assessment**, including (10%):
 - Assess producer needs for support, education and networking via a minimum of annual surveying and one on one conversations
 - Work closely with staff in other program areas of the organization to coordinate our efforts and help create synergistic programming to help meet producer's needs
- **Technical support**, including (30%):
 - Create, coordinate, promote and administer our One-on-One Food Advisors program
 - Provide technical support within their own areas of knowledge and expertise or find other support for producers
 - Collect data on support services delivery and impacts
- **Education and networking programs coordination**, including (40%):
 - Create educational and networking programs based on our needs assessments, including:
 - Quarterly Farmer Socials
 - Educational classes online and in person
 - Producer to Buyer events
 - Collect data for educational and programs delivery and impacts
 - Contribute network news to the monthly newsletter

- **Other duties**, including (20%):
 - Attend weekly staff meetings and occasional Board meetings to stay in sync with the full organization
 - Coordinate with aligned organizations and internally with other staff to help us build out best practices in producer support over time
 - Participate in appropriate inter-organizational meetings, including:
 - Oregon Community Food Systems Network committees
 - Connecting with sister organization's equivalent staff
 - Represent the organization at occasional conferences and meetings

Required Experience and Skills:

- Passion for food and food-related work
- Strong understanding of food systems work, and experience working in community food systems, especially in the Pacific Northwest
- Experience working with marginalized and underserved communities
- Strong communication and organizational skills
- Willingness to do occasional travel for meetings and conferences
- Proficient with using online tools such as Gmail, Google Docs/Sheets, Canva, etc.

Strong candidates for this role will have at least two of these *additional* experiences and skill sets:

- Experience with curriculum design, teaching, consulting and/or group facilitation
- Past experience working for and with food hubs, food banks, and/or food producers
- Technical knowledge of Oregon Department of Agriculture and applicable Health Department laws and regulations (**must** be willing to learn these over time and stay current)
- Survey and data analysis experience
- Lived experience with racial and/or economic oppression, and skills and experience to advance diversity, equity, inclusion and food justice
- Spanish language fluency

Position Compensation and Details

Part-time | 20 hrs/week, with potential for expansion as funding allows

Location: Astoria, Oregon

Start Date: March 15

Salary: \$26/hour

Benefits: Generous paid time off and leave policies, 100% employer paid Moda health insurance, access to professional development funds, and automatic annual raises without need to negotiate. You can request our Employee Handbook for details.

About North Coast Food Web

Founded in 2011, [North Coast Food Web's](#) (NCFW) mission is to **cultivate a resilient and equitable food system by supporting producers and increasing access to local food**. We work to build a community that is home to a diverse and thriving group of farmers, fishers, foragers, and food makers who start and sustain their food businesses on the North Coast. Producer support and education is a critical program for our work.

In pursuit of our mission and vision and with recognition of historical and present-day racism and inequity in our food system, NCFW is committed to justice, equity, diversity and inclusion. We are an Equal Opportunity Employer. Our employees and Board members are people with different strengths, experiences and backgrounds who are all passionate about creating positive change in our local community food system. We're seeking candidates from all backgrounds and walks of life who are excited about helping build the future of our North Coast food system.

To apply:

Send us your resume and answers to the following questions (in lieu of a cover letter) in about one page. Don't worry about formatting this as a cover letter. Please use this subject line: "Producer Support Manager (your last name)" and email to yana@northcoastfoodweb.org. You can also direct any questions to Yana at that address.

- 1) Please tell us about your experience with food systems work. How do you understand the importance of this work?
- 2) What are two skills or experiences from our "additional" list that you have? Tell us about your experience with them.
- 3) Our organizational values are Justice, Community, Nourishment and Responsiveness. How do you relate to these values?
- 4) What interests you about this position? What passion would you bring to this work?

Hiring Timeline:

Applications received by February 13th will be given priority for consideration.

First round of interviews and dialogue with Yana will be complete by Feb 20th. All candidates will hear from us by then.

Final candidate interviews with additional staff will be that next week.

We intend to make an offer by March 1st.

Position begins March 15th.