

POSITION DESCRIPTION

CONFLUENCE AMERICORPS PROGRAM

The Confluence AmeriCorps Program advances environmental equity through innovative partnerships with local organizations in the Portland metropolitan area. We offer life changing service opportunities that engage Members at the intersection of environmentalism and social justice while promoting individual leadership and development. This position is a dynamic combination of serving with a Project Partner on a dedicated project (80%) and engaging in professional and leadership development opportunities, alongside a Member cohort (20%). www.confluencecenter.org

EQUITY & INCLUSION

Confluence does not discriminate against any person or group on the basis of race, age, creed, color, religion, national origin or ancestry, gender identity, ability, sexual orientation, expression, pregnancy, parents/guardians with children, or veteran status. Confluence is committed to a diverse workplace, and to supporting our Members and staff with ongoing equity trainings and career development opportunities. Confluence, like many environmental programs, is a predominantly white space, and in an effort to decolonize dominant structures of oppression, we encourage people of color to apply.

Confluence provides reasonable accommodations to applicants and employees. Applicants with disabilities may request a reasonable accommodation and/or alternative formats at any point in the employment process.

DATES OF SERVICE

September 7, 2022 – July 28, 2023 (11 months – 1700 hours)

POSITION TITLE

Farm Business Specialist

PROJECT PARTNER

Adelante Mujeres

<https://www.adelantemujeres.org/>



POSITION SUMMARY

This position is in partnership between the Confluence Environmental Center, AmeriCorps Program, and Adelante Mujeres. Adelante Mujeres provides holistic education and empowerment opportunities to low-income Latina women and their families to ensure full participation and active leadership in the community. This position will serve with our current and new Latinx Farm Businesses providing direct technical assistance, building relationships and supporting overall farm business goals (80%). The Farm Business Specialist will serve in conjunction with their manager to set-up a farm business consulting plan, and support farmers in their personal empowerment and business goals. We are looking for an individual who is enthusiastic about local food, sustainable agriculture, and farm business. The ideal candidate will be inspired by and fully committed to Adelante Mujeres' vision and mission and will represent the organization in a professional manner among partners, community organizations, families and individuals.

The Member will participate in Confluence led leadership development activities which include: Leadership Development Training Series, completing a Change Agent Project (CAP), team meetings, National Service events and other self-directed development opportunities (20%).

ESSENTIAL FUNCTIONS (to include, but not limited to):

- Meet with farmers one-on-one on a regular basis; assess business skills, and set-up seasonal coaching goals.
- Support farmers with business registry, business planning, farmers market applications, crop planning, and seed & material purchasing.
- Together with Regenerative Agriculture Specialist, support farmers with land access efforts, contracts, attend meetings and/or access finance.
- Develop a network of bilingual agriculture service providers to support farm businesses.
- Lead vendor farm visits and implement assessment tools to help improve business.
- Lead the coordination and outreach of outside sale requests and produce procurement efforts by developing contact list of farmers and promoting to customers.
- Support outreach and onboarding of new farm business participants, creating document templates and tracking system.
- Along with Agriculture & Food Sovereignty Manager, develop a farm business curriculum and outreach plan for future program growth.
- Lead Farm to Pantry purchase orders, contracts, and coordinate deliveries with partners and Adelante Mujeres Pantry (based on budget availability).
- Utilize Salesforce to track program data and produce evaluation reports.
- Complete and submit all necessary paperwork and reports in a timely manner; attend and complete all training and service requirements; wear Confluence uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- Abide by program and AmeriCorps policies. Under no circumstances will Members be asked to perform prohibited activities outlined in the approved grant.

POSITION REQUIREMENTS

- Experience with farm business, general business management, microenterprises, or regenerative farming practices.
- Experience in community outreach.
- Must be fully bilingual in English and Spanish with strong written and oral skills, as well as demonstrate cultural proficiency.
- Strong interpersonal and customer service skills.
- Ability to use standard office equipment and basic knowledge of computer programs Microsoft Office and Microsoft 365.
- COVID-19 vaccine and booster required except for religious or medical accommodation.
- Access to reliable transportation.
- Ability to serve evenings and weekends, and lift up to 30 lbs. repeatedly. This is a **very** physically demanding job.
- Demonstrated understanding of Latinx community, social justice, and equity.
- Commitment to the mission and vision of Adelante Mujeres.
- Willingness/openness to learn about and discuss racial equity and social justice issues.
- Ability to serve as part of a diverse team.
- Regular and reliable attendance and dependability.
- AmeriCorps Members must be: 18 years of age or older at beginning of service term; U.S. citizen, national or lawful permanent resident; in possession of a high school diploma or equivalent, or commit to earning one prior to receiving education award; able to commit to the full term of service; able to successfully pass a fingerprint criminal history background check and satisfactory report from the National Sex Offender Public Website (NSOPW) prior to the start of the position.

PREFERRED QUALIFICATIONS

- Experience working with Latinx farmers.

MEMBER BENEFITS INCLUDE

- \$16,502 living allowance paid over the 11-month term of service (approx. \$1,500 monthly, before taxes).
- \$6,495 education award (qualified student loans and/or education expenses)
- Loan Forbearance
- Health Care Insurance
- Child Care Reimbursement
- \$100 Training Fund
- Professional Leadership Certificate, Trainings and Networking opportunities.
- May be eligible for Supplemental Nutrition Assistance Program (SNAP).

PROJECT LOCATION & TRANSPORTATION INFORMATION

- 2030 Main St. Ste A, Forest Grove, OR 97116 (Office)
- 1370 N Adair St. Cornelius, OR 97113 (Cornelius Farmer's Market)
- 2718 Juniper St. Forest Grove, OR 97116 (Community Farm)
- Access to reliable transportation is required; mileage will be reimbursed for personal vehicles

HOW TO APPLY

STEP 1: Apply to Project Supervisor: *(Conducts first round interviews and recommends top candidates to Confluence)*

Email the following items as PDF's to hr@adelantemujeres.org:

- **Résumé**
- **Cover letter (1 page)**
- **Contact information for three references (name, title, relationship, email & phone)**

STEP 2: Apply to Confluence:

- **Complete [AmeriCorps Application](#).** Basic information will suffice, or submit resume to the [HelpDesk](#) to request autofill. Once completed, submit to the Confluence position.

QUESTIONS ABOUT CONFLUENCE OR AMERICORPS?

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