



The Rogue Valley Food System Network fosters connections to promote equitable food access, ecologically sound agricultural practices and economic vitality. We envision the Rogue Valley with a visible, engaged and vibrant food system.

**Position Description: Rogue Valley Community Food Assessment (RVCFA) Engagement Coordinator for the Rogue Valley Food System Network (Contract Position)**

Hourly: 20 hrs/week at \$25/hr

Request for Applications: Oct 2nd until filled. Please turn in Applications by October 20th for round 1 consideration

Project Timeline: November 2023 - November 2024 initially, with potential for growth with the organization

**Purpose:** The Rogue Valley Food System Network fosters connections to promote equitable food access, ecologically sound agricultural practices, and economic vitality.

**Vision:** The Rogue Valley has a visible, engaged, and vibrant food system.

**Values:**

- Relationships: Bringing people together from all sectors in the food system.
- Sustainability: Stewarding the ecology of our farmland and the hydrology of our watersheds.
- Nourishment/Community: Strengthening our commitment and capacity to build community.
- Place-based: Connecting all participants in the food system of the Rogue Valley.
- Economic Vitality: Promoting a living wage and fair prices for those who grow food.
- Justice/Inclusion: Nurturing a food system where everyone from farm to table thrives.

**Strategic Priorities 2022-24:**

Become the hub for food systems related work in Southern Oregon.

Build the sustainability and visibility of local food and farming businesses.

Incorporate diversity, equity, and inclusion into all of our work.

Focus on convening with purpose and being a catalyst for action.

**Position Overview:**

The Rogue Valley Food System Network (RVFSN) is seeking to fill a contract position to coordinate community engagement efforts as part of a food system planning process for Jackson and Josephine Counties. The Rogue Valley Community Food Assessment aims to identify current assets and gaps in the food system, with a focus on food access, food as medicine, community outreach, education, market and production growth, and climate resilient farming. This assessment will inform a food action plan, contributing to economic and infrastructural improvements for the region. This project has been going for just over 2 years. We have hired New Ventures Advisors to see the project through the completion of phase 1.

- Direct Report to: Executive Director (ED)
- Communicates with RVFSN Staff and Council, New Venture Advisors, Consultants
- Direct support and management of Community Food Assessment (CFA) Steering Committee, and during Phase 2, additional working groups

**Key Responsibilities - Phase 1: Discovery, Outreach, Engagement, and Coordination-80% of time during phase 1, dropping to 10% during phase 2-**

- Oversee the food action planning process, providing strategic direction at key process points
- Manage previously compiled primary and secondary data, facilitating its sharing with consultants and stakeholders as needed
- Co-design community engagement strategy with ED and NVA Consultants
- Lead primary data collection in partnership with research associates through the Institute for Applied Sustainability
- Organize and facilitate community meetings, focus groups, and interviews
  - Ensures clear note-taking and communication systems are in place
  - Ensures diverse representation through development of key stakeholder relationships
- Support in the planning of the Food Solutions Summit
- Support synthesis, reflects on and identifies key themes leads the process for Steering Committee and Council contribution
- Review draft goals and action steps leads the process for Steering Committee and Council approval
- Review draft assessment and plan and leads the process for Steering Committee and Council approval

**Key Responsibilities - Phase 2: Team and Project Building and Implementation- (Post Assessment and Action Plan): 70% of time**

- Plan community engagement gatherings to share results and enroll people into working groups

- Build working relationships with stakeholders to implement strategies identified in the Food Action Plan
- Leverage relationships and resources of RVFSN for stakeholder engagement
- Develop a structure and system for tracking impact and progress
- Ensure communications about progress, outcomes, and narratives are shared effectively
- Create work plans for the priorities that come out of the CFA process, in collaboration with council, steering committee and other identified stakeholders.

**General RVFSN Admin Support (20% of time throughout entirety of the project):**

- Attend council and working group meetings
- Provide note-taking and ad hoc working group coordination and facilitation
- General support to increase organizational capacity
- Participation in fundraising events and appeals

**Professional Qualifications:**

- Demonstrated experience working with diverse stakeholders
- Ability to incorporate perspectives of multiple communities
- Strong written and verbal communication skills
- Excellent presentation and facilitation skills
- Strong organizational and prioritization skills
- Proficiency with Microsoft Office and Google Suite
- Connections to Southern Oregon Food and Farm industries
- Ability to work collaboratively and independently and manage multiple projects
- At least 2 years experience working in food systems or strong familiarity with food systems work

**Personal Qualifications:**

- Ability to work in diverse environments and social settings
- Comfortable initiating contact with new individuals
- Flexibility for occasional travel and evening/weekend commitments
- Initiative, self-motivation, problem-solving skills
- Open, honest, and enjoys working with people!

(Note: This is a hybrid remote position, and remote work arrangements are possible. Commitment to RVFSN's mission and values, as well as a dedication to diversity and inclusion, are essential for this role.)

**TO APPLY:**

**Submit Cover Letter and Resume by October 20, 2023 to [alison@rvfoodsystem.org](mailto:alison@rvfoodsystem.org)**