



POSITION DESCRIPTION
Food System Economic Partnership
Farm to School Program Director

Posted: June 4, 2008

Supervisor: Jennifer Fike, Executive Director, Food System Economic Partnership

Location: Food System Economic Partnership, Ann Arbor, MI

I. Purpose & Responsibilities

In an independent contracting position reporting to the FSEP Executive Director, and working as a member of the Farm to School Program Team, this professional works collaboratively with the FSEP Farm to School Committee, FSEP Leadership team, and FSEP partnering organizations to provide vision and leadership that further develop FSEP's FARM TO SCHOOL program and help make FARM TO SCHOOL a thriving component of communities in Southeast Michigan.

II. Specific Job Functions

Coordinate and implement FSEP's FARM TO SCHOOL program, where FSEP and its Farm to School Program Director serve as a catalyst, facilitator, intermediary, and advisor in the development of viable FARM TO SCHOOL projects in SE Michigan that result in locally produced foods being served and consumed by students in school meals.

Specific Expectations:

- 1. Continue relationship development on behalf of the FSEP FARM TO SCHOOL program with a network of school food service directors, farmers, distributors, nutrition educators, and community collaborators/representatives.*
- 2. Serve as primary contact with representatives from any Farm to School project sites and community partners.*
- 3. Facilitate communication and working relationships between farmers, schools, and distributors to facilitate the transition of products into schools in a manner that is acceptable to all parties.*
- 4. Maintain databases of farm product availability, interested growers, distributors, local organizations and schools.*
- 5. Stay current on MI and federal laws and regulations affecting the use of MI agricultural products in schools.*
- 6. Liaison with an external evaluator to incorporate findings into more effective farm to school program.*
- 7. Develop resource materials to support replication of successful Farm to School project components.*
- 8. Compile and make accessible a variety of FARM TO SCHOOL resources.*
- 9. Provide program leadership, coordination, and development.*

III. Key Knowledge & Skills

- A. Project management/leadership and or start-up non-profit experience.
- B. Demonstrated results in a role as an intermediary with strong facilitation skills.
- C. Knowledge of local food systems and school food purchasing.
- D. Strong verbal, written, and telephone communication skills.

- E. Demonstrated ability to establish effective and productive working relationships with co-workers and individuals/groups with diverse interests and perspectives.
- F. Demonstrated ability to work effectively without day to day supervision.
- G. Excellent skills in the use of computer technology for word processing and a variety of forms of electronic communication.
- H. Strong commitment to goals of FARM TO SCHOOL and FSEP as an organization.

IV. Ideal Qualifications

- A. Bachelor's degree in an agriculture, nutrition, communications, community organizing or related field preferred. Master's degree preferred.
- B. Experience with group facilitation.
- C. Business experience working with entities that have budgets, boundaries, expectations, and profit motive.
- D. Two years of work experience in a position contributing to one or more of the following: farm to school, nutrition, dietetics, rural sociology, food systems, and/or community development.

Position requires travel using personal vehicle to program sites in five county region of SE Michigan as needed.

**Applications due: July 1 (position open until filled by appropriate candidate)
August 1 start date preferred**

Compensation commensurate with experience and available funds

Women and minorities are encouraged to apply. The Food System Economic Partnership is an equal opportunity employer.

Send cover letter and resume to Jennifer Fike, FSEP Executive Director, P.O. Box 8645, Ann Arbor, MI 48107-8645, or by fax to 734-222-3990, or email to fikej@ewashtenaw.org. Email submission is preferred.