

**Local Foods Coordinator Position
Bismarck Parks and Recreation District**

Bismarck Parks and Recreation District is accepting applications for a Local Foods Coordinator Position. The primary function of this position is to serve as the coordinator for BisMarket, Bismarck Community Orchard, Bismarck Public Schools Farm-to-School Program and other local foods opportunities as needed or assigned.

The position will work approximately 20-30 hours per week average, year-round with more hours during the months of April-October. The office location is in the Park District's main Administrative Office and may be a shared office space. The work schedule is flexible and may include hours outside of standard office hours.

The position requires a bachelor's degree in education, parks and recreation, public health, food/nutrition/agriculture, or related field, with a minimum of one-year experience in a field related to the job description. The position also requires a valid driver's license and the ability to lift and carry objects up to 30 pounds or heavier lifting with other employees.

Preferred qualifications include additional education such as a master's degree in a field related to the job description, and/or additional experience related to the job description and/or certifications related to the position.

Starting wage is \$18 - \$22 per hour and the position will receive 4 hours of vacation and 4 hours of sick leave per full month worked.

Cover letter, Park District application, and resume must be received by 5:00 pm on January 10, 2020 or until the position is filled. Please submit information to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504.

The job descriptions and application can be viewed and obtained at the Park District office or at www.bisparks.org.

EOE



JOB DESCRIPTION

JOB INFORMATION

Title: Local Foods Coordinator

Classification: Full-Time Seasonal

Salary Range: \$18.00 - \$22.00 per hour

Benefits: ½ sick and vacation leave
Facility and program access as described in the HR Policy and Procedures Handbook

Supervisor (s): TBD

JOB SUMMARY

The primary function of this position is to serve as the coordinator for BisMarket, Bismarck Community Orchard, BPS Farm-to-School Program and other local foods opportunities as needed or assigned.

RESPONSIBILITY/ACCOUNTABILITY

Employee is directly accountable for own actions or inaction.

Employee is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

ESSENTIAL FUNCTIONS:

Coordinate all aspects of **BisMarket**, with the exception of market day duties, including, but not limited to:

- Vendor relations: Recruitment, email/phone correspondence, record keeping
- Coordinate volunteers, coupons, promotions, incentives, food donations.
- Fully understand market rules including SNAP policies and SNAP incentive programs.
- Coordinate market day entertainment, kids' activities, and special event contracts.
- Social media management (Facebook and Instagram) to feature products, vendors, entertainment and other activities during the week prior to market.
- Attend all Board meetings (monthly) and committee meetings (as necessary).

Coordinate all aspects of the **Bismarck Community Orchard** including, but not limited to:

- Volunteer coordination
- Social media management
- Coordination of Spring refresh, fall tear-down and on-going maintenance and replacements as needed

Coordinate all aspects of the **BPS Farm-to-School Program** including, but not limited to:

- Vendor recruitment for school year and summer meals program
- School recruitment/procurement processes
- Manage software/google doc order form/system
- Accounts receivable/accounts payable
- Set pricing structure for vendors
- Coordinate education for classrooms, lunchrooms (field trips to farms, farmers to classrooms, etc.)
- Community education – newsletters (2/yr)
- Marketing to schools and parents (creating signage/marketing for local food items)
- Perform farm safety site inspections (training provided)
- Initiating/Enhancing school garden programs

OTHER DUTIES AND TASKS

Special events and field trips

Community cooking/food demo programs

Grant writing and administration as needed to support and sustain the position

Maintain communication strategy inclusive of all partners

JOB SPECIFICATIONS

Position requires a Bachelor's Degree in education, parks and recreation, public health, food/nutrition/agriculture, or related field, with a minimum of one year experience in a field related to the job description. The position also requires a valid driver's license and the ability to lift and carry objects up to 30 pounds or heavier lifting with other employees.

Preferred qualifications include additional education such as a master's degree in a field related to the job description, and/or additional experience related to the job description and/or certifications related to the position.

Exceptional organizational skills with attention to detail

Strong leadership skills and self-motivated

Excellent communication skills, written and verbal

Experience working with diverse groups

Marketing and networking skills, including efficient use of social media

Program management experience preferred

WORKING CONDITIONS

Approximately 20-30 hours per week average, year-round with more hours during the months of April-October. The position will be re-evaluated annually.

Office location is in the Park District's main Administrative Office. The office may be shared.

Must have valid driver's license. Will be responsible to provide personal vehicle and cell phone for work with reimbursement according to Park District policy.

Work schedule is flexible and may include hours outside of standard office hours.