

## Local Food Program Coordinator

### JOB SUMMARY

The Local Food Program Coordinator is a full-time (40 hrs/week) position with the Carolina Farm Stewardship Association (CFSA). They will work directly with small, diversified, sustainable farms, food hubs, farmer cooperatives, and community partners to strengthen the local food economy in the Carolinas. Through one-on-one technical assistance, training, planning, and resource development, the Local Food Program Coordinator will support the needs of local farmers, buyers, and consumers.

The Local Food Program Coordinator may be based out of anywhere in North or South Carolina and will **require extensive travel throughout the Carolinas**. This position reports to the Local Food Program Director and does not supervise staff members.

### ABOUT CFSA

CFSA is a 43-year-old member-based 501(c)(3) non-profit organization [whose mission](#) is to advocate, educate, and build connections to create sustainable food systems in the Carolinas centered on local and organic agriculture. We affirm that [racial equity is a core tenet](#) of CFSA's outlook, and we are committed to serving and reflecting the diverse stakeholders in the Carolinas' food system.

### JOB RESPONSIBILITIES

#### TRAINING & DIRECT TECHNICAL ASSISTANCE (80%), which may include:

- Providing technical assistance to farmers through workshops, one-on-one direct assistance, and online resources on:
  - Best practices for wholesale readiness to meet buyer and market specifications;
  - Strategies for scaling up production;
  - Labor management and training initiatives;
  - Expanding sales through a diverse local market approach;
  - Online marketing and social media development;
  - Business planning, financial recordkeeping, benchmarking, and crop budget development;
- Providing technical assistance to food hubs on business and financial planning, operations efficiency, and capital access.
- Identifying existing and new market outlets for farmers and developing resources farmers can utilize for market expansion.
- Networking with food system professionals to enhance small farms' access to food distribution systems within the Carolinas.
- Coordinate inter-team collaboration to achieve CFSA members' food system development goals.

*The position will remain open until filled.*

### GENERAL ADMINISTRATION (20%)

- Work with the Local Food Program Director to develop annual work plans that support CFSA's mission, goals, and strategic plan.
- Assist with programmatic monitoring to ensure compliance, progress towards objectives and expected results, and work plan and budget adherence.
- Assist with programmatic planning, grant writing, evaluation, and reporting to support and expand the Market Access Initiative.
- Increase recognition of and engagement with our mission, programs, and impact by engaging current members and recruiting new members.
- Work with the Communications Team to develop content for publication.

### PREFERRED QUALIFICATIONS

- A minimum of three years of relevant experience in farm management, business management, or farm financial planning.
- Knowledge of and experience working with various local food marketing channels including wholesale, intermediate, and direct-to-consumer markets.
- Familiarity with post-harvest handling best management practices.
- Familiarity with on-farm food safety and Good Agricultural Practices (GAP) buyer requirements.
- Familiarity with online sales platforms.
- Demonstrated commitment to equity, diversity, and inclusion, including experience interacting and working with diverse communities, neighborhoods, and populations.
- Experience in business development, financial planning, sourcing, and marketing.
- A Bachelor's degree or coursework in agricultural business management, agricultural economics, business administration, or a related field.

The salary range for this position is \$40,000-\$50,000, commensurate with experience. In addition, CFSA offers vacation, retirement, and health insurance benefits.

CFSA is an equal-opportunity employer committed to building a diverse staff that honors the agricultural contributions of many cultures. People of color, LGBTQ+ people, and others from diverse backgrounds are encouraged to apply. CFSA is committed to providing employees with a work environment free of discrimination and harassment. All employment decisions at CFSA are based on business needs, job requirements, and individual qualifications. CFSA does not discriminate based on actual or perceived race, color, national origin, ancestry, sex (including pregnancy, gender, gender identity, gender expression, and sexual orientation), religious creed, disability, medical condition, genetic information, age, marital status, or military/veteran status.

**To apply**, please submit a resume, a list of professional references, and a cover letter explaining how your skills and experience will enable you to be successful in this position. Applications should be submitted as a single .pdf saved as your first and last name. Send the document to [apply@carolinafarmstewards.org](mailto:apply@carolinafarmstewards.org) with "Local Food Program Coordinator" in the subject line. You will receive an electronic confirmation of your email submission. No phone calls, please.

*The position will remain open until filled.*