

## FairShare CSA Coalition

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**Title:** Aggregation Project Coordinator

**Classification:** Part-time, 20 hour/week (FTE 50%), salaried. Fully funded for a minimum of two years.

**Supervisor:** Organic Vegetable Educator

**Start Date:** Late January / early February 2022

**Location:** FairShare office in Madison, WI and options to work from home

**Compensation:** Starting salary range is \$41,000 - \$45,500 annually; health insurance stipend; \$200 annual CSA share reimbursement; generous paid time off; additional paid and unpaid family, parental, and other forms of leave. All prorated to 50% FTE.

FairShare is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity of expression, sexual orientation, national origin, genetics, disability, age, or veteran status. FairShare encourages applicants of all backgrounds to apply.

### Organization

FairShare CSA Coalition connects farmers and consumers through Community Supported Agriculture (CSA). Through outreach and education, we are building toward a fair and equitable food system in which small-scale farms can thrive and all families have access to locally produced, organic food.

We offer a friendly and supportive workplace culture. Staff are passionate and enthusiastic about the work we do, and we recognize that everyone on the team is involved in our organization's vision and success. We value integrity, initiative, and open communication. And our focus on delicious food is a throughline for our work and informal time together.

### Position Overview

The Aggregation Project Coordinator will work with diversified vegetable farmers, organizational partners, and FairShare staff to determine the feasibility of aggregated sales through CSA, and/or other local markets, sourcing primarily from HMoob (Hmong) farmers. This work will be done through iterative farmer trainings, partner meetings, a consumer survey, and a pilot aggregated sales program to launch in 2023. If successful, the position will likely expand and continue beyond the current two-year timeline.

Project partners, in addition to FairShare include: University of Wisconsin - Madison, Department of Agriculture, Trade, and Consumer Protection, Midwest Organic and Sustainable Education Service, Garden to Be, Central Rivers Farmshed, Wisconsin Food Hub Cooperative, Fondy Food Center, The Hmong Institute, Wisconsin Hmong Association, Rooted, Big River Farms, and The Good Acre.

### Responsibilities

#### *Outreach (40%)*

- Convene the project working group, made up of organizational partners
- Organize trainings to meet the needs and interests of HMoob and other farmers
- Assist with infrastructure, food safety, organic certification, and other grower needs as identified through discussions and trainings and supported by project partners
- Coordinate translation and interpretation services through the University of Wisconsin-Madison Office of Access, Inclusion, and Compliance (OAIC) to ensure equitable language access
- Document and report on project work to partners, staff, and funders
- Participate in regular meetings/trainings on racial equity, and incorporate outcomes into program development and outreach

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## *Research (20%)*

- Design and distribute a consumer interest survey for aggregated CSA
- Design and distribute a buyer interest survey for direct aggregated vegetable sales to groceries
- Assess the interests and needs of HMoob and other farmers in relation to aggregated sales
- Evaluate data and report findings to farmers and project partners
- Determine the feasibility of aggregated direct vegetable sales in coordination with farmers and project partners

## *Pilot Aggregated Sales Program (30%)*

- Identify the aggregation partner or partners (among project partners) best suited to meet the needs of farmers and buyers through the pilot
- Facilitate communications among farmers and aggregator(s), with a focus on HMoob farmers
- Work with CSA members and farmers to distribute financial assistance for CSA shares through FairShare's Partner Shares program

## *General Organizational Support (10%)*

- Participate in annual and special events as needed
- Support annual meeting planning, budget process, and annual report creation, as needed/appropriate
- Update and maintain website for appropriate programs and events
- Provide input and support on appropriate grants and other fundraising activities
- Support outreach tabling and presentation events

## **Minimum Qualifications**

- Bilingual in HMoob and English
- Experience working in Microsoft Office and Google Docs, Sheets, and Drive
- Experience with email, phone, and in person communications (English and HMoob)
- Excellent written communication skills (English only)
- Experience with project coordination

## **Preferred Knowledge, Skills, and Abilities**

- Ability to analyze data and implement decisions based on results
- Attention to detail
- Ability to work independently, as part of a small team
- Ability to travel by car to farms throughout Wisconsin
- Knowledge about local and organic food systems and CSA is preferred
- Some prior connection with HMoob farmers in Wisconsin is preferred
- Experience with Adobe suite, graphic design and website management is a plus

## **To Apply**

To apply for this position, please email the following materials to [tess@csacoalition.org](mailto:tess@csacoalition.org):

1. Cover letter
2. Resume / CV
3. Contact information for three professional references

Please direct any questions regarding this position to [claire@csacoalition.org](mailto:claire@csacoalition.org)

## **Applications Deadline**

Priority deadline is 1/2/22.

If necessary to fill the position, applications will be accepted on a rolling basis through 1/16/22.

First round interviews will be held on 1/6/22 and 1/7/22.