

## FairShare CSA Coalition

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**Title:** Network Coordinator

**Classification:** Full-time, salaried exempt. Position fully funded for a minimum of three years.

**Supervisor:** Executive Director

**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 commensurate with experience; health insurance stipend; \$200 annual CSA share reimbursement; generous paid time off; additional paid and unpaid family, parental, and other forms of leave.

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 or 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 our work, 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 Network Coordinator will support the development and coordination of two distinct, and complementary networks. The first of which is a new regional Midwest Vegetable Grower Support Network that will operate as a training and community-building hub supporting diversified vegetable growers in 8 Midwestern states. Funding for this portion of the position is provided through a Regional Food System Partnerships (RFSP) grant. The Network Coordinator will also support the continued development of the CSA Innovation Network (CSA-IN), a national network that strengthens the CSA model across the U.S. by facilitating idea-sharing across the CSA community. Funding for this portion of the position is provided through a Farmers Market Promotion Program (FMPP) grant.

The Network Coordinator will provide equal support to each network and will work in collaboration with the FairShare team, core grant partners, network members, and external partners. They will provide program planning, communications, coordination, administrative, and general support for each network. Both networks are supported by grant funding for the next three years, and a distinct goal of each grant project is to sustain the Networks Coordinator position beyond the current three-year timeline.

### **Responsibilities**

#### *Network Building & Coordination (45%)*

- Convene and facilitate network-wide and working group meetings comprised of farmer technical assistance (TA) providers and farmers.
- Coordinate the successful completion of project partner deliverables.
- Develop and implement member expansion and engagement strategies, as well as onboarding processes for new network members.

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- Organize and facilitate network events including, but not limited to, farmer field days, farmer-to-farmer virtual gatherings, CSA Ideas Lab webinar series, and conference presentations.
- Participate in regular meetings on racial equity, and incorporate outcomes into network development.
- Actively participate in network development, growth and sustainability conversations and the steps to achieve agreed upon goals in these areas.

### *Outreach & Communication (45%)*

- Employ varied outreach strategies on behalf of the networks(e.g. email, phone calls, in-person gatherings).
- Work in collaboration with FairShare's Communications Coordinator to develop and implement ongoing network communications, including email newsletters and social media content.
- Contribute to the development of technical assistance resources and materials for farmers and farmer support organizations.
- Lead the CSA-IN Marketing Working Group. Convene meetings, guide the determination of group objectives, coordinate and lead the creation of national/regional marketing materials.
- Develop, promote and implement annual collaborative national CSA marketing campaigns.
- Update and maintain network websites with appropriate resources, programs and events.
- Integrate new technical solutions for network needs, as needed.
- Coordinate translation and interpretation services through the University of Wisconsin-Madison Office of Access, Inclusion, and Compliance (OAIC) to ensure equitable language access.

### *Additional Responsibilities (5%)*

- Design, disseminate and analyze programmatic surveys and evaluations.
- Complete organizational and project reporting and tracking activities.
- Assist in the management of grant budgets.
- Assist with grant reimbursement and data collection processes for network partners.

### *General Organizational Support (5%)*

- Participate in annual and special events as needed.
- Support annual meeting planning, budget process, and annual report creation, as needed/appropriate.

### **Minimum Qualifications**

- Experience working in Microsoft Office and the Google Suite
- Experience with email, phone, and in-person communications
- Excellent written and interpersonal communication skills
- Experience with project coordination
- Knowledgeable about local and regional food systems and CSA
- Ability to work occasional weekends and evenings

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

- Demonstrated project management experience, including process development; organized and detail-oriented.
- Ability to consider different viewpoints and center the perspectives of diverse communities into decision-making processes.
- Experience facilitating and building relationships in remote/virtual settings.
- Communications experience across a variety of platforms and forums.

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- Ability to work effectively independently and remotely, and as part of multiple teams.
- Demonstrated ability to effectively balance several projects at once, and coordinate groups.
- Flexible and able to adapt to the changing needs of a dynamic organization.
- Experience with website management, CRMs, Adobe suite, and/or graphic design.
- Previous experience working with farms, food businesses and/or food systems.
- Comfortable learning about and using technical solutions.
- Marketing experience is preferred.
- Bilingual and/or bicultural is a plus.
- Must have a valid driver's license and ability to travel to in-person gatherings, meetings, and conferences.

### **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 [carrie@csacoalition.org](mailto:carrie@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.