FOOD ACCESS COORDINATOR

Organization: The Land Connection
Location: Champaign, Illinois
Reports To: Farmers Market Manager
Employment Status: Full Time, Exempt
Salary: $40,000 - $47,500/year; based upon experience and qualifications
Benefits: Full health, vision, dental, and life benefits included, as well as partial benefit coverage for up to two dependents. Paid time off for vacation, holidays (floating holidays), sickness, and parental leave.

Summary Job Description
The Food Access Coordinator will be responsible for developing and running all farmers market food assistance programs offered through The Land Connection and overseeing the organization’s Link Hub project. They will be responsible for all aspects of coordinating the programs including securing and managing funding, working with farmers market managers and farms, managing a budget, accounting, recruiting new locations to participate in the hub, community outreach, etc. This position reports directly to the Farmers Market Manager. It requires a valid driver's license, access to a personal vehicle or car share, and the ability to lift 50 pounds. It also requires travel and weekend/evening work.

Primary Job Responsibilities
- Oversee operation of food assistance programs, including the Link Hub
- Maintain a vision for food assistance programming that is focused on providing equitable access to local foods
- Manage all funding related to the food assistance programming, including (but not limited to) developing and tracking an annual budget
- Manage recruitment and management of participating locations in the Link Hub
- Support the Local Foods Program Manager and Farmers Market Manager in integrating and collaborating on educational programming for Champaign County
- Oversee benefits accounting tasks like processing vendor reimbursements and tracking data
- Support food assistance programming community outreach, volunteer, social media, and other tasks
- In collaboration with the marketing consultant, develop materials for advertisement, promotion, and outreach of the food assistance programming
- Manage execution of grant funded food access work including writing and submitting grant reports, budgets, financial activity, progress toward grant goals, relationships with project partners, and evaluation of projects. In addition to grant management responsibilities, identify, review, and write proposals for new grant opportunities
- Participate in local media coverage of the food assistance programming
- Create weekly content for organizational newsletters and social media
- Attend weekly staff meetings, check-ins, project meetings, etc.
- Other duties as assigned

Qualifications
- Passion for local food systems and food access
- Commitment to building an equitable food system for our region
- Thorough, clear, and compassionate verbal and written communication skills
- Ability to understand rules and comfort holding others accountable
- Detail oriented with regard to market benefit data tracking and reporting
- Enjoys conversation and meeting new people
- Experience working in a collaborative team environment
- Strong organizational skills
- Able to use Windows programs, Google Suite, social media platforms, and other software with training
- Comfortable with significant time spent on computer
- Able to work in the evenings or on weekends, as well as travel
- Able to work outdoors in a variety of weather conditions
- Ability to lift weights up to 50 lbs.
- Available to work in Champaign, Illinois

Candidates are not required to have any college or higher education to apply.

The Land Connection 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 identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply: Send a letter of interest and resume with three references to careers@thelandconnection.org or visit our website and apply using the applicant form at www.thelandconnection.org/employment/. Applications will be accepted on a rolling basis.