



The Rogue Valley Food System Network fosters connections to promote equitable food access, ecologically sound agricultural practices and economic vitality. We envision the Rogue Valley with a visible, engaged and vibrant food system.



Job Title: Applegate Valley Food and Farm Network Coordinator

Location: Remote, with occasional in-person meetings in the Applegate Valley

Contract Type: Part-time, 12 hours per week

Contract Duration: ASAP through 6/30/2025, with the possibility for contract extension

Hourly Rate: \$25.00/hr

Background: The Applegate Valley Food and Farm Network Coordinator will be an integral part of A Greater Applegate (AGA) and the Rogue Valley Food System Network (RVFSN) partnership. This collaboration aims to enhance the local food and farming system in the Applegate Valley by fostering connections, promoting equitable food access, supporting small businesses, and strengthening community resilience.

Project Summary: The Coordinator will work alongside key stakeholders, including farmers, ranchers, markets, grocers, restaurants, processors, consumers, and partner organizations, to expand participation, coordinate markets, build community support, and mobilize resources within the Applegate Valley food and farming ecosystem. The goal is to establish a unified and efficient food and farm system that supports the economic vitality and sustainability of the region.

Scope of Work:

- Coordinate the five active topics identified within the Applegate Valley Food and Farm Network,
- Support enrollment of farmers in relevant programs such as the Small Farm Dream course.
- Work closely with partners to ensure the success of the Applegate Valley Community Food Hub



- Cross-reference information across various platforms including the Applegate Valley Connect website, Wander Applegate, Rogue Flavor Guide, RVFSN online directory, and AGA business and nonprofit networks.
- Manage logistics for network event planning and attend meetings associated with the Business Oregon Rural Organizing Initiative grant.
- Liaise with project partners to coordinate farmers' market marketing plans and assist in writing grant applications and proposals for future program activities.
- Prepare and create presentations, flyers, mailings, and other program materials as needed.
- Attend monthly RVFSN council meetings and key AGA meetings to share updates and ensure alignment with broader organizational goals, as well as monthly check-ins with AGA and RVFSN staff.

Requirements:

- Proven work experience as a Community Outreach/Project Coordinator or similar role, with a focus on community engagement and collaboration.
- Strong organizational skills, including multitasking, time-management, and attention to detail.
- Excellent communication skills and willingness to maintain responsiveness via phone and email.
- Ability to work effectively with diverse stakeholders and foster teamwork and cooperation within the community.
- Proficiency in Google Docs/Sheets, Microsoft Word, Excel, PowerPoint, MailChimp (or similar contact data management tool), Wordpress, and social media platforms (Facebook, Instagram, Twitter).
- Knowledge of backend website management is preferred but not required.

Application Process: Interested candidates should email a cover letter, resume, and references to alison@rvfoodsystem.org by **Feb 20th**. Interviews will be conducted via phone or Zoom the weeks of **Feb 26th and March 4th**.

Note: This position offers an opportunity to make a meaningful impact within the vibrant and diverse Applegate Valley community. The successful candidate will play a crucial role in shaping the future of the local food and farming system, promoting economic development, and fostering community resilience.