



## Farm Institute Associate Job Description

### Sierra Harvest

313 Railroad Ave, Suite 201

Nevada City, CA 95959

530-265-2343 [www.sierraharvest.org](http://www.sierraharvest.org)

**Title:** Farm Institute Associate  
**Reports to:** Farm Institute Director  
**Employee:** Full-Time, Hourly  
**Location:** Nevada City, CA

#### About Sierra Harvest

Sierra Harvest is a nonprofit dedicated to transforming lives and strengthening community through fresh, local, seasonal food. We train dozens of farmers, organize hundreds of community events, and educate over 9,500 school children. We envision a thriving local food economy and a network of financially viable farms providing good food for the community, where health and wellness is the norm and people of all ages are engaged in growing, harvesting, preparing, and sharing fresh food. We are creating a place where farmers thrive and residents of all ages have access to nutritious, whole food.

#### Summary:

**The Farm Institute Associate** position exists to support existing farmers and ranchers and grow the next generation of farmers in Nevada County.

#### Responsibilities include:

**Procurement** - support buyers to create relationships with farmers to enable more local food purchases.

**Farm Institute program support** –provide administrative and marketing support for Farm Crew, Farm Biz, Organic Certification, Forever Farms, and On-farm advising programs.

**Farmer Events organizing** - Produce events that build farmer networks with consumers, other farmers and policy makers such as Soup night, Farm Potlucks, and mixers.

**Nevada County Food Policy Council management** - Develop the 20% whole-sum food by 2025 campaign, coordinating the activities of the Nevada County Food Policy council and representing Nevada County in state-wide food and farming policy activities.

#### Approximate hours per week

Procurement	20
Farm Institute program support	10
Farmer events	5.5
Policy	4.5
Total	40H

### **Procurement:**

Responsible for working to increase the supply and purchase of local organic produce offered in Nevada County. The Farm Institute associate will meet with food service directors, buyers and producers to assess their needs and present opportunities to procure local and regional fresh organic produce that fit budgets. The Farm Institute Associate will plan and source the Harvest of the Month items and be the point person for menu planning and procuring local items for Sierra Harvest events.

### **Duties and Responsibilities:**

- **Institutional meals and restaurants:** Meeting with foodservice directors, institutional buyers and restaurants to procure more local and regional produce in the institutional settings and on restaurant/catering menus.
- **Farmer Relationships:** Cultivating relationships with growers and distributors
- **Tracking:** Keeping logs of produce purchases and associated data
- **Promotion:** Creating flyers and marketing materials to promote mixers as well as California grown food in school meals and institutions
- **Support local procurement inquiries:** Field calls for assistance from community partners/organizations/restaurants/caterers to provide resources to increase their ability to procure more fresh, local, organic produce. Organize educational events around increasing local procurement and build farm-direct relationships.
- **Sierra Harvest events:** Be the point person for procuring all fresh, local organic foods for organizational events. Work with caterers and farmers to plan seasonal offerings featuring local items.
- **Harvest of the Month planning and procurement:** Planning, sourcing, and coordinating the Harvest of the Month items from local and regional producers.
- **Restaurant Certification and 20x25 Campaigns:** Work with volunteers to develop a brand to support restaurants in certifying that they are buying fresh local produce, help them track purchases to verify the certification. Promote this program and integrate this with the Food Policy council 20% whole-sum food by 2025 campaign.

### **Program Support for Farm Institute**

#### **Summary**

The Farm Institute Associate will be responsible for supporting farmer training programs which increase local, sustainable food production in Nevada County by increasing the number of farms formed, acres cultivated and farmers trained.

### **Duties and Responsibilities:**

- Administrative and marketing support to the Farm Institute Director for Farm Crew, Farm Biz, Organic Certification, Forever Farms, and On-farm advising programs
- Respond to program inquiries.
- Create flyers and content for class promotion.
- Coordinate farm internships.

- Creating online program registrations, preparing materials and organizing class logistics.
- Grant deliverables tracking and reporting and/or program evaluation.

### **Farmer Event Organizing**

Lead organization of Sierra Harvest farmer events including soup night, potlucks, farmer-buyer Mixer, farmer to farmer mixers and farmer policy mixer. These events help community members connect with and buy from local farmers as well as cultivating collaboration between agricultural producers in Nevada County.

Duties: Book venues, work with engagement manager promote and recruit/train volunteers, organize food and program, coordinate events day of.

### **Nevada County Food Policy Council Management**

Responsible for the coordination of the Nevada County Food Policy Council (NCFPC), updating the Nevada County Food Systems assessment, developing the 20x25 campaign as well as representing the NCFPC at the State Level as a representative of the California Food and Farming Network.

### **Duties and Responsibilities:**

- Updates and incorporates feedback from council on Food System assessment. Finalizes and promotes the release of the assessment document.
- Coordinates meetings and group communications for the NCFPC.
- Creates meeting minutes and tasks lists for members.
- Coordinates activities taken on by the council, such as candidate forums, meeting with representatives etc.
- Develops the 20x25 campaign, promotes it to individuals, restaurants and institutions, tracks their progress toward their goals and compiles that into county-wide progress measurements.
- Takes action on bills on behalf of Sierra Harvest and if voting members agree, on behalf of the NCFPC.
- Participates in conference calls related to development of the legislative tracker.
- Represents Nevada County with the California Food and Farming Network attending monthly conference calls and subcommittee meetings.

### **Meeting Coordination**

- Reserves meeting space for general and steering committee members.
- Creates agendas, communicates with members and facilitates steering committee and full council meetings.
- Compiles meeting packets on Dropbox one week before each meeting.
- Brings necessary supplies to each meeting.
- Creates meeting minutes, tracks tasks assigned for individual members, and tracks member attendance.

### **Skills and Qualifications:**

- Excellent communication and interpersonal skills both verbal and written
- Friendly, engaging presence.

- Strong organizational and planning skills
- Familiarity with local and regional farms and seasonal produce
- Proficiency in creating professional flyers and marketing materials
- Proficiency with Excel and data management
- Experience successfully organizing and producing events
- Enjoys meeting new people and talking on the phone
- Attention to detail and excellent follow through handling multiple priorities at one time
- Independent problem solver and team player
- Comfortable with public speaking and meeting facilitation
- Able to bridge diverse cultures and opinions and build relationships
- Alignment with mission and vision of the Nevada County Food Policy Council
- Passion for Food Systems policy advocacy
- Experience in sales, institutional food purchasing and as a farmer a plus
- Spanish language proficiency a plus

**Hours:** Full time, must work some evenings and weekends.

**Compensation:** \$25/hour

**Deadline:** March 25<sup>th</sup>

**How to apply:** Please submit cover letter and resume to [jobs@sierraharvest.org](mailto:jobs@sierraharvest.org)