

CUMBERLAND COUNTY



FOOD SECURITY COUNCIL

Local Food Access Projects Manager

Cumberland County Food Security Council (CCFSC)

Organization Description:

CCFSC's mission is to initiate and facilitate collaborative action toward a just, resilient, and sustainable food system that ensures equitable access for all people to enough healthy food. We are engaged citizens, community leaders, and representatives from local organizations who are leading the efforts to build nutrition security in Cumberland County and across Maine. The work of CCFSC falls into four main categories: local food access, child nutrition, racial and economic justice, and food policy.

Position: We seek to hire a passionate, self-starter with a strong background in food systems to oversee our local food access work. The Local Food Access Projects Manager will provide leadership for the Cumberland County Gleaning Initiative, support our Maine Meat Initiative through implementation and coordination of two USDA grants, draft grants and support development for programs, and support general administration and operations for CCFSC. This position is hybrid, based in our South Portland office with opportunities for remote work upon approval by the Executive Director. Position includes seasonal travel to farms as well as other meetings/events with mileage reimbursed.

Supervision Received: Executive Director

Supervises: Gleaning Assistant

Position Type: Full-time, 40 hours per week

Compensation: Salary range \$44-\$50k dependant upon experience

To Apply: email a cover letter and resume to info@ccfoodsecurity.org

Responsibilities:

Gleaning Program Management (40%)

- Oversee and organize the Cumberland County Gleaning Initiative
 - Coordinate with farmers, volunteers, and distribution partners to execute gleans and distribute fresh produce each week during the growing season
 - Track all gleaning information for farmers receipts and grants
 - Oversee one to two weekly share tables at Greater Portland Health

Maine Meat Initiative Coordination (30%)

- Coordinate two USDA grants in support of local meat value chain capacity building and development: Activities include:
 - Coordinate training with farmers and service providers
 - Convene partner meetings
 - Organize farm visits
 - Assess incubator farm infrastructure and training needs

- Manage farmer and service provider database
- Identify and support development of meat processing infrastructure

Lead on other local food access programming at CCFSC

- For example, development of CCFSC Local Food Report
- Support convening of network partners

Supervision (10% 4 hours a week)

- Work with ED to hire part time seasonal Gleaning Assistant,
 - lead on job posting, vetting, scheduling interview, manage onboarding, hold weekly check ins, providing guidance and support as needed.
- Oversee wellbeing and supervision of volunteers while gleaning on farms (~5 rotating volunteers anywhere from 2-10 hours a week)

Admin and Communications (10% 4 hours a week)

- Manage and update CCFSC's Instagram, Facebook, Website, and Google Drive
- Manage the info@ccfoodsecurity.org email and forward any inquiries to relevant staff
- Support the Executive Director in organizing bimonthly network meetings with our partners and community
- Support AROD work and trainings
- Support organizational planning process

Grant Writing & Development (5% summer 2 hr a week, winter 10-15%)

- Responsible for grant writing to fund the Council's local food access work
- Track and evaluate progress of various projects
- Complete grant reporting as required by funders
- Participate in initiatives and collaboratives that offer potential for local food access programming to be funded
- Lead on Annual Fundraising Campaign
- Coordinate with other local fundraising efforts

Network Maintenance and Development (5% 2 hours a week)

- Represent CCFSC at the Maine Network of Community Food Councils
- Represent CCFSC at the Maine Food Processing Work Group
- Represent CCFSC at the Maine Gleaning Network
- Coordinate technical assistance and resources from outside providers as needed
- Attend relevant workshops, training, and conferences as appropriate

Qualifications:

- Bachelor's Degree OR equivalent experiences, plus 1-3 years of relevant local food access or food systems program management experience
- Strong computer skills including experience with MS Office, Google Docs. Experience using Weebly, MailChimp, Salesforce, Canva and/or other graphic design software a plus
- Highly organized, detail oriented, and creative problem solver
- Ability to work well collaboratively and individually with little supervision
- Strong oral and written communication skills including experience with facilitation
- Reliable transportation, cell phone, computer, and valid driver's license. Employees are expected to use their own vehicle and personal cell phone and computer for work.
- Experience working with farms a plus
- Experience writing grants and fundraising a plus