



Program Assistant Position Description



Join the Oregon Farm to School Network staff and play a key role in advancing our vision: to ensure that every child in Oregon has access to nourishing, culturally relevant local food and that students of all ages are provided regular hands-on opportunities to connect with and learn about food and where it comes from.

Who We Are

The Oregon Farm to School Network connects and supports members of Oregon's farm to school community to create a just and equitable food system that provides access to healthy, local school meals and food, farm and garden education. We provide resources, technical assistance, training, networking and policy advocacy, to build a stronger farm to school movement in Oregon. Our Network is made up of over 1900 participants including school districts, food producers, non-profit organizations, public agencies, and others involved with farm to school and school garden programs in Oregon.

Position Description

This position is responsible for on-going program support including communications, event planning, resource development and website management.

This position reports to the Director of the Oregon Farm to School Network

This position is part-time, .5 FTE. Salary based on 36-hr work week: Full time equivalent \$48-52k (\$24-26K; \$26-28/hr) DOE

What we're looking for

The ideal candidate will have extensive experience with communications including social media, digital newsletters, email campaigns, website development and graphic design. We're looking for someone with:

- Experience and comfort designing communications materials for digital and print
- Experience with social media and website management and engagement strategies
- Ability to create and follow social media policies
- Experience with event planning and coordination
- Strong communication skills, both written and verbal
- Strong organizational skills, time management skills and excellent attention to detail
- A commitment to diversity, equity, inclusion and social and racial justice
- Ability to prioritize, monitor, and meet all deadlines
- Proficiency with Google Suite, Adobe, Canva or other graphic design software
- Proficiency with social networking platforms including Facebook and Instagram
- Spanish language proficiency preferred, but not required
- Familiarity with the Farm to School & School Garden movement preferred, but not required.

Responsibilities

Communications (60%)

- Create communications materials for Network events and meetings.
- Create and share digital newsletters, announcements and resource
- Update and maintain website and social networking platforms
- Update and maintain Farm to School Counts pages of our website
- Increase social media presence and engagement on Facebook, Instagram and other platforms to be identified

Event Coordination (20%)

- Create online and in-person event materials including promotional fliers and agendas
- Recruit and coordinate volunteers during events
- Solicit and promote event sponsors
- Support and participate in events as needed

Program Support (20%)

- Responsive program support as requested by the Director and aligned with individual interests and skills. Examples include:
 - Resource creation and curation for farm to school topics
 - Coordinate working groups (schedule, facilitate, note taking)
 - Outreach at events (tabling, presentations as appropriate)

Hours, location and start date

Hours: .5 FTE based on 36 hr work week (in other words, 18 hours a week)

Start date: Dec. 1, 2024

Location: The Oregon Farm to School Network staff work remotely in locations throughout Oregon. This position will be remote, from any location within Oregon with reliable phone and high-speed internet and a functional office space. Some travel will be required.

Compensation and Benefits

Compensation will be determined depending on experience, with a starting salary ranging from \$24K- \$26K (equivalent to \$48K-\$52K full time). This is considered a permanent position but is dependent on available funding in the organization's budget. We have a generous paid-time-off (PTO) and holiday policy. Reimbursement is available for home/office space and a portion of phone/ internet costs required for the position. There is also the opportunity for some professional development costs to be covered. Retirement match 3%.

Diversity among our staff is a priority for the OFSN. Black, Native American, and people of color, women, LGBTQ2SIA people, religious minorities, recent migrants/refugees, differently abled, and applicants from all generational and economic backgrounds are strongly encouraged to apply. Lived experience is valued and will be equally valued to higher education. The Oregon Farm to School Network is an equal opportunity employer and does not discriminate in its employment decisions. The Oregon Farm to School Network provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

Application Instructions:

Submit the following materials, combined into one document and saved as a PDF file:

- Cover letter describing your interest in the position and highlighting your relevant experience.
- Resume
- *Optional:* 1-3 Work samples exemplifying graphic design and communication skills. This could include digital documents, social media posts, short videos.

Submit your application materials by email to melina@oregonfarmentoschool.org with Program Assistant Position in the subject line, by November 1st. Feel free to reach out if you have any questions about this position or application process.