

Job Code: Project Associate
Business Title: Technical Assistance Coordinator
Center for Engagement and Community Development
Employment: Term

In 2007, K-State's Center for Engagement and Community Development (CECD) formed a leadership team of interested rural food access stakeholders and launched "The Rural Grocery Initiative (RGI)." In 2017, this work is nationally recognized and CECD is currently pursuing multiple projects under the RGI umbrella, including: (1) the Kansas Healthy Food Initiative, (2) the Kansas Healthy Eating, Rural Opportunities grant, and (3) the Rural Grocery Food Distribution Initiative. To help advance this work, the CECD at K-State's is seeking a team member to assist with our healthy food access work. This is a term position, contingent on favorable annual evaluations and available funding. Funding currently exists through summer, 2020 and has the possibility of being extended.

1. Description of job responsibilities:

This position is tasked with advancing the Center for Engagement and Community Development (CECD) and Kansas State University's healthy food access work. Specifically, this position will pursue this task by providing technical assistance, assisting with grant development, event management, and managing partner and stakeholder relationships. **Technical Assistance Provider:** This person will be the lead provider for healthy food access technical assistance, providing coordination and tracking of those efforts. The successful candidate will also coordinate our technical assistance efforts with a network of campus and statewide technical assistance providers. Meet objectives and scope of work to ensure that all Kansas Healthy Food Initiative goals are met. Report updates to CECD director on a regular basis. Travel to communities to provide technical assistance. **Grant Management:** This position will work collaboratively to identify, facilitate, and develop grant proposals that advance CECD healthy food access initiatives. The successful candidate will serve as an integral part of the CECD team to develop and manage funded proposals. **Partner and Stakeholder Development:** The position will work to both establish, sustain, and expand CECD / healthy food access partners, stakeholders, and technical assistance providers. The position will work in a collaborative way with on-campus faculty, Extension staff, and community partners to promote CECD and strengthen healthy food access work. This individual will communicate regularly with our partners and stakeholders, including conducting healthy food access professional training meeting around Kansas. The successful candidate must demonstrate the ability to work well with a variety of people and organizations; demonstrate follow-up and detail-oriented skills; and be able to handle multiple tasks efficiently and accurately.

2. Qualifications:

Required:

This position requires a High School diploma. Must have a minimum of two years of relevant experience.

Preferred:

- Master's degree or equivalent
- Proven record of organizational and administrative skills
- Evidence of success in project management: organizing and managing project Teams
- Ability to work in team environment

- Ability to work both with university faculty and public stakeholder groups
- Ability to multi-task and prioritize workload
- Excellent verbal and written communication skills
- Ability to work in diverse and changing environments
- Ability to travel across Kansas
- Grant management
- Project experience with food systems (local growers, farmers markets, rural grocery stores, food hubs or other relevant food system contexts)
- Commitment to citizen empowered community development
- Strong research and analysis skills

3. Conditions and length of appointment: Non-tenure track; term appointment

4. Salary: Competitive

Starting Date: negotiable; no later than October 15, 2017

5. Screening of applications begins September 15, 2017 and continues until position is filled. To apply for this position, please visit: <http://careers.k-state.edu/cw/en-us/job/502235>

Submit resume, names of three professional references, and a letter of application to: Center for Engagement and Community Development, ATTN: Chandra Ruthstrom (Chandra@ksu.edu), 702 Mid-Campus Drive South, 324 Nichols Hall, Kansas State University, Manhattan, KS 66506, 785-532-7260. For more information, please visit <http://www.ruralgrocery.org> or <http://www.k-state.edu/cecd>. Kansas State University is an Affirmative Action equal opportunity employer and actively seeks diversity among its employees. Background check required.