

## Job Posting

**Position:** Farm to ECE Coordinator, I

**Classification:** Non-Exempt, subject to the provisions of the Fair Labor Standards Act

**Position Type & Hours:** This position is full-time, primarily M-F 8:00-4:00, 35 hours weekly (70 hours biweekly, flexible schedule).

**Salary:** The salary range is \$21 - \$23/hr commensurate with experience.

**Reports to:** Director, Food and Health Network

**Our Organization:** Rural Health Network of South Central New York is a regional nonprofit organization based in Binghamton, NY that works to advance the health and well-being of rural people and communities. The Farm to School initiative is housed within the Food and Health Network program. Food and Health Network (FaHN) is committed to building food-secure communities and a thriving, healthy, regional food system through collaboration and supports programs and policies that bridge connections between regional agriculture, food access, healthcare, and economic development. More information on our programs and approach is available at [foodandhealthnetwork.org](http://foodandhealthnetwork.org) and [rhnscny.org](http://rhnscny.org).

**Position Description:** Rural Health Network is seeking a Farm to ECE Coordinator to support the successful development and implementation of a new farm to early care and education (ECE) initiative in a multi-county region.

The Farm to ECE Coordinator will work closely with Rural Health Network's farm to school team and community partners to build capacity to implement high quality farm to ECE initiatives; increase access to nutrient-dense local foods through procurement, gardening, and food education in pilot farm to ECE projects; and develop new market opportunities for regional farm and food businesses. The Farm to ECE Coordinator will be the core team member leading project activities including planning, implementation, documentation, evaluation, and outreach.

This is a temporary grant funded position for approximately 18 months, with the possibility for continuation based on funding.

**Supervisory Responsibilities:**

- Occasional supervision of student interns or volunteers, as needed.

**Specific Responsibilities:**

- o Work with partnering Head Start sites, other ECE providers, and community partners to establish a comprehensive understanding of the current farm to ECE landscape, develop action plans, and implement pilot projects.

- Work with NY farms, processors, food hubs, and distributors to identify available products for ECE sites and provide assistance as necessary to facilitate sales and expand market opportunities for producers.
- Support the development and implementation of training opportunities for food service, farm/food partners, and other partners as needed to support implementation of farm to ECE activities.
- Develop and disseminate a case study report to document the project process, outcomes, and learnings.
- Increase knowledge of farm to ECE and project learnings through regular communication including: contributing content for newsletters, website, and social media; and presenting at meetings and conferences.
- Facilitate regular project team meetings and coordinate ongoing information sharing between project stakeholders.
- Represent Rural Health Network on relevant farm to school/ECE committees, and participate in training/learning opportunities to remain informed of state and national trends and opportunities.
- Collect, track, maintain, and analyze data needed for process evaluation and outcomes assessment. Contribute to program reporting as required for grants/contracts.
- Assist with farm to ECE grant applications and resource development as needed.
- Serve as a member of the RHNSCNY staff team and seek ways to continuously improve and support the work of RHNSCNY. Seek tangible, effective ways to integrate and apply all RHNSCNY services to provide the maximum benefit to those served.

**Work Environment/ Location:** Rural Health Network office at 455 Court St. in Binghamton. Hybrid/remote work options with supervisor approval.

**Physical Demands:** Daily computer and screen use. Prolonged periods of standing during taste tests and recipe development. Lifting/moving supplies up to 25 lbs. between the office and schools on a weekly basis.

**Travel:** Frequent local and regional travel to Head Start/ECE sites, and for meetings (with reimbursement for mileage). Valid NYS Driver's License and use of private vehicle for work related purposes.

**Qualifications:**

- Bachelor's Degree with coursework in public health, sustainable food systems, public administration, early childhood education, or related field and two years related experience, or an acceptable combination of education and work experience.

- Commitment to Rural Health Network's mission, visions and values.
- Excellent planning and project management skills; willingness to innovate, problem solve and seek innovative solutions.
- Demonstrated ability to work collaboratively and build strong partnerships.
- Excellent interpersonal and written communication and presentation skills.
- Proficiency with Google Suite and Microsoft Office is required. Experience with Qualtrics, MailChimp, WordPress, social media platforms, and design tools are beneficial.

Rural Health Network requires all employees to be fully vaccinated and boosted against COVID-19 prior to their start date.

**Benefits:** Benefits package includes:

- 10 paid holidays, 10 paid sick days, and 10 vacation days annually
- Additional floating holidays and personal time after 6 months of employment
- Medical, Dental, and Vision
- Healthcare flex spending account (available annually during open enrollment)
- Retirement contribution after 1 year of employment
- Employee Assistance Program (EAP) Plan

**How to Apply**

If interested, please use the following form to apply:

<https://form.jotform.com/RHNSCNY/rural-health-network-application->

Please submit a cover letter and resume saved as one attachment, and upload under "Resume".

References and a writing sample are not required at the time of application.