

**Employee Status:** Position starting fall 2016 at 20 hours/week with potential for growth

**Summary Description:** The School Food Programs Coordinator works for NOFA-VT and will be primarily involved in Farm to School work for the VT Food Education Every Day Project, a project of NOFA-VT and Shelburne Farms. This candidate will be responsible for supporting the development of the local and regional food system supply chain for schools, providing professional development from pre-K-12 school food nutrition staff, providing nutrition education for school teams, and supporting the work of the Food Systems Education Director.

**Reports to:** NOFA-VT Food Systems Education Director

*Responsibilities include:*

**Training**

- Work with partner organizations and state agencies on professional development for school nutrition personnel on the use and preparation of seasonal foods, scratch cooking, and nutrition education.
- Develop and provide training on Nutritional Guidelines and use of local foods and USDA foods for FEED PD courses, workshops, and FTS Institute.

**Project Management and Development**

- Manage aspects of local purchasing and nutrition education projects
- Collaborate on research and development of new projects

**Relationship Building**

- Work with farm to school partners and state agencies to increase participation in the school meal programs and use of local foods.
- Work with school administration on school policies and support of school meals and farm to school programs.

**Development of FEED Materials and Communications**

- Participation in the development of FEED materials—providing the Cafeteria ‘C’ perspective.
- Contribute to marketing and communications for VT FEED and NOFA-VT. (e.g. website, newsletters)

**Consultation and Technical Assistance**

- Work with individual schools on local food procurement, scratch cooking, and school food marketing needs with their school nutrition staff.
- Work with farmers and distributors interested in providing local and regional foods to schools.
- Work with schools and regional partners on farm to school programming and farm to school coordination.
- Participate in the statewide Farm to School Network on issues around program coordination and delivery of services.
- Through state and regional partners, work on improving the use of and access to the state and federal nutrition and food programs.

**Qualifications:**

*Knowledge* of the school food system and federal school meal program. Knowledge of successful farm

to school coordination and programming, and an understanding of the K-12 educational system and curriculum connections. Understanding of professional development for adults, VT food systems and nutrition.

*Skills:* Strong writing and communication skills; strong interpersonal, planning and training skills; organized, systems-thinker with experience in project management. Competent computer skills and use of programs such as Word, Excel, Power Point and related programs necessary.

*Capabilities:* Flexible team player and collaborator, ability to work well with a variety of people, strong public presence, ability to handle multiple projects well. A sense of humor is helpful.

*Conditions:* Strong interest in and commitment to promoting the goals of NOFA-VT and VT FEED and meeting the educational needs of school staff and students, farmers. Statewide and occasional out-of-state travel required.

**To apply:**

Send cover letter and resume to [info@nofavt.org](mailto:info@nofavt.org) with “**School Food Programs Coordinator**” in the subject line.