



Garry T. Eagles, Ph.D.
Superintendent

HUMBOLDT COUNTY OFFICE OF EDUCATION Farm to School Coordinator

Job Summary

Under the general direction of the Nutrition Education Coordinator, the Farm to School Coordinator will work with county and district staff to implement programs that support schools in providing fresh, locally sourced foods in school meal programs while also facilitating projects and activities that enable students to learn about local agriculture and healthy eating.

Examples of Duties

The Farm to School Coordinator will work closely with the Nutrition Education Coordinator in completing objectives outlined in the program scope of work. Examples of duties include:

- Work with food service directors to implement and overcome barriers in their Farm to School programs.
- Provide support to school districts to source and promote local food in their cafeterias and/or Harvest of the Month Programs (including produce, meat and fish).
- Coordinate food service networks and provide technical assistance to food service directors in the county.
- Develop and provide appropriate training for food service directors.
- Plan and implement marketing, outreach and events to highlight farmer-buyer relationships.
- Engage partners and strategically leverage partnerships to improve program results.
- Plan and execute community and fundraising events with project partners.
- Coordinate online communications and outreach, including social networking and monthly e-newsletter.
- Write articles and press releases about program work for media outlets.
- Write/Co-write grants to secure additional resources to support Farm to School efforts.
- Develop a sponsorship program to help with the sustainability of the County's Harvest of the Month program.
- Assist school districts in developing local purchasing protocols that are in compliance with new federal guidelines.
- Coordinate Farm to School and food systems promotions such as cafeteria tastings and farm field trips.

Education and Experience

A Masters' degree in agricultural related field or a Bachelors' degree combined with advanced training in agriculture education, and/or at least two years' experience in project management working with farmers and/or school food services.– OR – some combination of education and experience comparable in depth to the above to demonstrate thorough preparation to perform required duties. Previous experience in organizing/managing grant-funded programs is highly desirable as is experience in public speaking and public relations. Possession of a driver's license or other acceptable demonstration of ability to be mobile and to perform community outreach and attend occasional state-level meetings is required.

Knowledge of:

- Local food systems and sustainable agriculture;
- United States Department of Agriculture (USDA) and California Department of Education (CDE) regulations and guidelines as they pertain to local procurement;
- Community, regional, state, and federal Farm to School resources;
- Appropriate nutrition education curricula and instructional materials;
- Microsoft Office, Survey Monkey, Constant Contact computer programs and web based social media programs.

Ability to:

- Communicate effectively both orally and in writing;
- Research, design and make oral presentation to small and large groups;
- Plan and implement developmentally-appropriate programs/trainings for adults and children;
- Establish and maintain effective, positive, and cooperative relationships with those contacted in the course of work;
- Maintain meticulous records and manage program tracking;
- Write grants and prepare information, statistical, and narrative reports;
- Work effectively independently, with minimal supervision, as well as collaborate with others in team setting;
- Adapt to changing work demands;
- Manage task priorities to meet deadline;
- Work effectively under varying degrees of stress;
- Work occasional weekends and evenings;
- Lift/move materials generally weighing less than 20 pounds.

Range 48

Personnel Commission Approved: December 8, 2015