

UNIVERSITY OF MINNESOTA

EXTENSION

University Classification:	Coordinator (class 9354)
Working Title:	Farm to School Extension Coordinator
Department:	Extension Center for Family Development
Appointment:	Full Time, Academic Administrative
Office Location:	Negotiable and to be determined by date of hire
Application Deadline:	October 23, 2009; Position will remain open until filled

Description:

University of Minnesota Extension is a major outreach arm of the University of Minnesota, a Land Grant institution with a mission to serve the public through applied research and education. The mission of University of Minnesota Extension is: Making a difference by connecting community needs and University resources to address critical issues in Minnesota. Extension educational programs are organized and delivered through five structural units designated as Extension Centers, each lead by an Associate Dean. These Extension Centers include: Family Development; Youth Development; Community Vitality; and Food, Agricultural and Natural Resources Sciences. The Extension Center for Family Development consists of two program areas: Family Resource Management and Family Relations, and Health and Nutrition.

The Farm to School Extension Coordinator will manage Farm to School initiatives within Health and Nutrition programs. These initiatives currently include-

- Developing an engaging nutrition education program that emphasizes the use of local foods in the Supplemental Nutrition Assistance Program Education (SNAP-Ed).
- Increasing the use of and access to local foods in community programs and PreK-12 schools throughout Minnesota, with special attention to schools and community programs eligible for food support.
- Increasing the number of servings of Minnesota grown fresh fruits and vegetables in schools and students' and families' knowledge of Minnesota grown fresh fruit and vegetables in select pilot sites.

This position will integrate several funding sources to create one seamless Farm to School program within Extension. This position works in cooperation with the Health and Nutrition administrative team, Extension Educators, and key University and agency staff connected to the Farm to Table and local foods initiatives. This position will report to the Program Director.

Purpose for This Position:

This position will provide facilitation, and statewide coordination, to leverage Farm to School-related efforts associated with the University of Minnesota Extension Family Development programs along with the University of Minnesota's Regional Sustainable Development Partnerships. An outcome of this position is to generate positive, substantive impact on the development of farm to school programs in the state.

Responsibilities:

Coordinate and lead the Minnesota Farm to School Program Efforts

Within Family Development

- Develop and launch a new statewide program initiative designed for Nutrition Education Assistants that incorporates Farm to School lessons for low-income audiences in Minnesota.
- Promote the U of M Farm to School online toolkit (and trainings for the toolkit) with the Minnesota Institute for Sustainable Agriculture, the U of M Regional Partnerships, and other university, state, and national partners.
- Support development of Farm to School pilot programs within the state and regions. There are currently four pilot projects funded by the state of Minnesota.
- Establish internal and external statewide partnerships for Farm to School efforts to expand purchase of local foods, and solidify the role of nutrition education in F2S.
- Develop linkages with national Farm to School Network and other professional food and nutrition associations to help promote locally grown foods in schools and public institutions.
- Help coordinate Farm to School research opportunities to advance evidence-based programs.
- Seek and secure new funding for the initiative where applicable.
- Identify publications, trainings, and marketing materials associated with the Farm to School efforts for Nutrition Education Program staff.

Required Qualifications:

- Bachelor's degree in food and nutrition or a closely related discipline.
- Experience with nutrition education programs that engage diverse audiences including low-income youth and adults.
- Experience in writing and managing grants and reports.
- Demonstrated ability to contribute successfully to long term projects involving multiple constituent groups.
- Knowledge of and productive experience working with diverse and multicultural audiences.
- Experience in development of outreach strategies and marketing tools to reach a variety of audiences.
- Strong written and verbal communication skills.
- Experience in project management.
- Proficiency in computer skills in a networked environment.
- Ability to work independently

Preferred Qualifications:

- Excellent interpersonal skills necessary to build and support a strong network at the state level associated with Farm to School efforts including school nutrition, producers, and other key stakeholders.
- Ability to develop professional networks with diverse members of urban and rural stakeholders associated with agriculture and local foods networks and foster creative connections nationally and internationally with local foods efforts and relevant philanthropic and governmental partners.
- Experience developing and implementing Farm to School and/or local foods programs.
- Experience in nutrition, foodservice, local foods and sustainable agriculture initiatives.
- Expertise and experience in educational program development, delivery, and evaluation
- Qualitative and quantitative research skills.
- Experience in development of outreach strategies and marketing tools related to Farm to School programming to reach a variety of audiences.
- The ability and commitment to foster a healthy workplace environment that seeks and values diversity.

Salary:

Commensurate with experience and education.

Appointment:

This is an annual appointment in the University's academic administrative series with the title of Coordinator, job code 9354. Review for renewal is contingent on funding, program needs, and performance.

Travel:

Travel throughout the state is required. An individual in this position must provide his or her own means for traveling and reimbursement will be provided according to University policies.

To Apply:

Please attach your cover letter; resume or vita at <https://employment.umn.edu/applicants/Central?quickFind=83465>. The names and contact information for three professional references and transcripts for all college work reflecting the highest academic degree (unofficial transcripts are acceptable) are also required to complete your application. To submit list of professional references on-line; you can attach them to the "references" section of the "optional documents." To submit your unofficial transcripts on-line; you can attach them to the "Additional Document" section of the "optional documents."

Names and contact information for three references and your unofficial transcripts that cannot be submitted online should be sent to:

Naaz Babvani,
University of Minnesota Extension Human Resources
250 Coffey Hall, 1420 Eckles Ave.
St. Paul, MN 55108
Telephone: 612-624-3717; Fax: 612-624-7749
Email: babva001@umn.edu

For More Information about this Position Contact:

Mary Pat Raimondi
Associate Program Director, Health & Nutrition
Phone #: 612-624-6825
E-mail: mpr@umn.edu

Application Review:

The review of applications begins on October 23, 2009. Position will remain open until filled.

*To check the status of your application, log-in to the University of Minnesota employment website at <https://employment.umn.edu/>. To log-in, you will need the user name and password you create when you apply for the position.

**Any offer of employment is contingent on the successful completion of a background check.

The University of Minnesota Extension is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.