



## **Michigan Farm to Family: CSA Regional Community Outreach Coordinator**

*Part-time, Limited Term Contractual Position*

Michigan Fitness Foundation seeks three part-time, contractual regional outreach coordinators. This is a 16-week, limited term opportunity based in one of three designated regions (see list below) to build program capacity, recruit Community Supported Agriculture (CSA) farms, organizations, and CSA members, and promote the Michigan Farm to Family: CSA program.

The estimated weekly time commitment is 15 hours per week, starting February 1, 2023 through May 31, 2023 (flexible start date).

### **MINIMUM QUALIFICATIONS**

- High school diploma.
- Familiarity with the geography of designated region.
- Work experience in community-based food security, nutrition, retail, or health programming.
- Understanding of the designated region's local food systems initiatives.
- Basic knowledge of food assistance benefit programs and nutrition incentive programs.
- Experience building relationships and community-based partnerships with community leaders in the designated region.
- Energetic and outgoing.
- Excellent verbal and written communication skills.
- Excellent attention to detail.
- Organized, with the ability to manage multiple projects simultaneously.
- Ability to communicate via telephone, email, zoom, and in-person.
- Familiarity with project management software (Monday.com or similar) and/or willingness to learn.
- Must have valid Michigan driver's license and current automotive insurance.

### **GENERAL SCOPE OF WORK**

1. CSA Support
  - a. Visit with CSA operators in the designated regions to assess their needs.
  - b. Write brief plan to support each CSA operator.
  - c. Implement plan, where possible.
2. Community Partnership Building
  - a. Research community-based organizations and service providers that work with people who receive SNAP benefits in the designated region.



- b. Inventory potential partnerships and meet with three prospective partners to identify ways to connect people who receive SNAP benefits to a CSA operator in the designated region.
  - c. Write brief community outreach plan for CSA operators in the designated region.
  - d. Incorporate resources developed by Michigan Fitness Foundation, such as marketing outreach materials, presentations, etc.
3. Research
    - a. Inventory existing CSA operators in designated region that are not a part of the Michigan Farm to Family: CSA program.
    - b. Visit prospective CSAs to identify those with the capacity to participate in Michigan Farm to Family: CSA.
  4. Draft Final Report

## **DESIGNATED REGIONS**

### **Northern Region/Upper Peninsula**

Dukes Farm, Skandia

Lakeshore Food Depot, Marquette

Partridge Creek Farm, Ishpeming

Providence Farm, Central Lake

### **Central Region**

Clover Patch Farm, St. Louis

Green Wagon Farm, Ada

Infinity Microfarm, Falmouth

McLaughlin Grows Urban Farm, Muskegon

South East Market GR, Grand Rapids

United Church Outreach Ministry, Wyoming

### **Southern Region**

365 Urban Farm at Leila Arboretum, Battle Creek

Argus Farm Stop, Ann Arbor

Deeply Rooted Produce, Detroit

Eastern Market Corporation, Detroit

Growing Hope/Ypsi Area Online Market, Ypsilanti



Long Valley Farm, Kalamazoo  
SharKar Farm, China Township

**For more information about the Michigan Farm to Family: CSA program, visit:**

Website - [michiganfitness.org/food/mi-farm-to-family](https://michiganfitness.org/food/mi-farm-to-family)

Video - [youtu.be/cime3hdoux4](https://youtu.be/cime3hdoux4)

**HOW TO APPLY**

Email your cover letter, resume, and preferred region to Jane Whitacre, [jwhitacre@michiganfitness.org](mailto:jwhitacre@michiganfitness.org).  
Include *Community Outreach Coordinator* in the subject line.

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*The Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. The Michigan Fitness Foundation reserves the right to modify the duties or position description at any time.*

*Michigan Fitness Foundation provides equal employment opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran, or any other characteristic protected by law.*