



Produce Perks Midwest is a regional nonprofit that pioneers solutions to address inequities within our food system. Our work increases affordable access to healthy food, supports farmers and strengthens local economies - in our most underserved communities.

Available position:

Statewide Program Coordinator

- Part-time (year-round with seasonal variation; approximately 25 hrs/week)
 - May 2017 - September 2018 (anticipation of permanent, full-time position after Sept. '18)
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Position Description:

Produce Perks Midwest (PPM) is seeking to hire a Statewide Program Coordinator (Coordinator) for Ohio's nutrition incentive program, Produce Perks. Produce Perks provides a \$1-for-\$1 match for SNAP/EBT customers shopping at participating locations. This position will play a critical role in the on-going operations, development, and growth of nutrition incentive programs throughout Ohio. The Coordinator will primarily focus on providing technical assistance, standardized tools, and resources to farmers' markets offering Produce Perks. Additionally, the Coordinator will develop capacity to support Produce Perks at other venues such as retail grocery stores and Diabetes Prevention Program sites. This position will require frequent travel within Ohio. The Coordinator will report to PPM Programs Director and Executive Director.

Primary Responsibilities:

- Support Produce Perks at participating food access points
 - *Training & Technical assistance*
 - Serve as primary point of contact for Produce Perks program operators to connect with resources and best practices, and to troubleshoot challenges
 - Support regional program operators to develop and implement trainings, ensure monthly reporting utilizing the *FM Tracks* data collection platform, and provide technical assistance related to program design, implementation, outreach, and evaluation.
 - Standardize a Produce Perks farmers market application process for statewide use
 - Conduct site visits with each program operator during market season
 - Support 2018 program development

- **Outreach & Program Promotion:**
 - Coordinate with program operators on statewide promotion efforts to ensure efficiency and maximum reach
 - Lead engagement with State agencies and statewide outreach partners
 - Regularly update website/social media with relevant information to ensure it is effectively serving consumers, program operators, and partners
 - Support consistency in communication and integrated promotion of Produce Perks at participating locations (farmers markets & retail grocery)
 - Conduct evaluation of 2017 promotional efforts; support modification and improvements to 2018 promotional campaign based on feedback from program operators, consumers, and partners
 - Support coordination and implementation of 2018 promotional campaign

- **Evaluation:**
 - Ensure compliance and completeness of all data into *FM Tracks* data collection platform
 - Conduct end-of-season review by region; support evaluation partner in synthesis and analysis of results and propose recommended program improvements based on findings.
 - Develop end-of-season report.

Additional Responsibilities:

- **General Support & Program Sustainability**
 - Participate in weekly staff meetings and monthly calls
 - Support planning/coordination of quarterly network meetings & monthly calls
 - Support PPM leadership on funder engagement, sustainability planning, and funding applications
 - Support overall program expansion efforts, including Produce Perks pilots at retail grocery venues and fruit and vegetable prescription program (FVRx) pilots.
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Produce Perks Midwest, Inc.
3600 Park 42 Drive, Ste. 105
Cincinnati, OH 45241

Minimum Qualifications:

- Bachelor's Degree or equivalent experience
 - Must be 18 years of age or older
 - Passion for farmers' markets, local healthy food, and healthy living
 - Passion for addressing issues of equity, hunger, and social capital
 - Strong oral/written communication skills; ability to speak in front of small groups and public settings
 - Effectively coordinate with others remotely
 - Strong interpersonal and organizational skills; ability to work independently and with diverse populations
 - Proficiency with Microsoft Office programs, Google Docs, Dropbox, and social media
 - Highly motivated, creative person with strong attention to detail and ability to work independently
 - Flexible schedule; valid driver's license and personal vehicle for travel within Ohio
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To Apply:

- **Interested candidates should submit a cover letter, resume and three (3) professional references as one PDF attachment to info@produceperks.org.**
- **Please title email subject line: StatewideProgramCoordinator_[first name][last name].**
- **Applications will be considered until the position is filled. Target start date, May 22, 2017.**

PRODUCE PERKS MIDWEST, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF ITS WORKFORCE.