Job Opening

Position: Program Associate, Food Access
Reports to: Program Manager, Food Access
FLSA Status: Half-time, non-Exempt
Hours: 20 per week
Half-time position that is flexible. Requires some evening and weekend hours.
Rate range: $16.50 - $18.00 per hour, depending on skills and experiences.

Overview
Cultivate KC is looking for a Program Associate that will provide administrative and programmatic support to the Program Manager of the Food Access Program. Our organization is dynamic, entrepreneurial, and community-based in its mission and its approach. We are passionate about creating a just and sustainable food system hand-in-hand with our community, offering programming that supports the establishment and operation of local food businesses, increases local food access for limited-resource people, and a community that is engaged with and supportive of healthy, local food.

Essential Functions & Responsibilities

- Data Collection and Entry: Collect and enter usage and impact data in support of program evaluation, policy advocacy and grant reporting needs. As needed, make suggestions to improve data collection systems.
- Grant Reporting: Work with Director of Finance & Administration to prepare federal grant reports and invoices.
- Administration and Management: Lead in processing market reimbursements to ensure smooth operation of the program.
- Communications: Communicate with markets regarding invoicing and other financial issues. Build relationships with market managers and work with them to improve reporting practices.
- Farmers Markets: Assist the program manager in providing regular communications and support to program’s market participants.
- Outreach: As needed, attend farmers market meetings and other forums to present the DUFB program.
- Act in a stewardship capacity for the organization, work as a functional member of the team, has ability to self-direct and self-regulate work-day; and
- Other duties as assigned.

Placement Criteria
Minimum of 3 years experience in data entry and processing, or a suitable combination of education and relevant experience preferred;

Knowledge of, and/or experience in local or regional food systems work also preferred;

Knowledge of commonly-used concepts, practices, and procedures within a non-profit organization and knowledge of office and facilities coordination;

Demonstrated organization, facilitation, communication and presentation skills;
Ability to prioritize workflow and organize diverse material and ability to handle multiple, competing and changing priorities; ability to perform effectively without supervision and within established time limits and ongoing deadlines;

Ability to interact and communicate effectively and professionally, and provide exceptional service, both internally and externally at all times.

Employee should be knowledgeable regarding Microsoft Office, have proficient computer skills, display adaptability in learning the use of specific software and display comprehension of fundamental computer practices and database management;

All employees are expected to exhibit exemplary customer service skills, both with external customers, vendors, visitors, co-workers, and management staff. Their written and verbal communication skills should be concise and effective, they should aspire to excellence in both work and customer service, they should show courtesy to all they encounter while representing the Organization. They are also expected to maintain an air of professionalism in their interpersonal relationships and personal grooming, exercise confidentiality concerning the affairs of the business, exhibit a willingness to learn, willingness to problem solve and willingness to step in to help others, and openly and actively participates in the direction of our organization. Cultivate KC views each of these traits as performance indicators, and employee appraisals reflect each of these attributes as an element of performance upon which employees are rated.

**Supervisory Responsibilities**
This position has no supervisory responsibilities.

**Physical Demands**
While performing the duties of this position the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to stand, walk, and drive or ride in a motor vehicle. The employee must occasionally lift and/or move up to 25 lbs. Must have the ability to travel, sometimes with short notice.

**To Apply**
Please send 1) a cover letter indicating why you are interested in working with Cultivate KC and how you are aligned with our mission, 2) your resume, 3) and one writing sample authored by you such as a coursework essay, a grant proposal, articles or opinion pieces, planning or vision documents or similar.

Send your application packet to jobs@cultivatekc.org.

**Timeline**
We expect to be scheduling interviews mid to late April, and hope to offer the position by the end of April.