



## PROGRAM COORDINATOR

**Position Type:** Full-time (40 hrs/wk), overtime exempt  
**Status:** 1099 Employee  
**Location:** Remote within Klamath County  
**Compensation:** \$24 - \$28 / hr (DOE)

Please email a cover letter and resume to Kelsie Randall, at [kelsie@klamathgrown.org](mailto:kelsie@klamathgrown.org), open until filled.

### Organization Overview:

Klamath Grown is a recently established non-profit food hub based in Klamath Falls, Oregon. We serve as the region's food hub by connecting local ranchers, farmers and food makers with eaters, educators and community stakeholders throughout the Klamath Basin. We're proud of the incredible diversity of food we cultivate despite our region's many environmental and economic challenges. Together, we're creating the local food web our community wants and deserves. We believe it's possible to get local food to the people who need it and for farmers to receive a fair market value.

In winter 2022, we were awarded grant funding through the USDA's Farmers Market Promotion Program for a project that aims to connect, support and build capacity among local food producers. We are hiring a Program Coordinator to carry out the activities and objectives of this grant and other Organization programs. This candidate will serve as a key Klamath Grown representative in supporting our mission to bring people together around local food through community engagement, education and improved food access and producer support.

### Position Summary:

The Program Coordinator serves as an integral part of Klamath Grown and is responsible for planning and executing our programs and cultivating community partnerships. The ideal candidate is highly organized, personable, with personnel and grant management experience, and a familiarity with agricultural production and/or local food systems. This person is a self-starter, capable of leading all aspects of program development and delivery, all while cultivating a supportive, collaborative culture within the Organization. This role will specifically support community education and promotion/marketing, local and regional food producer capacity building, stakeholder engagement, and increasing equitable access to fresh, locally produced food. At this time, the position is currently funded for 2 years, at 32 hours per week, with opportunities for expansion and growth as the Organization evolves.

### Roles & Responsibilities:

- Lead program activities, including planning, organizing and execution of the following:
  - Local food producer recruitment and marketing

- Producer communication and education
- Wholesale procurement and sales coordination
- Local food marketing campaign
- Harvest Box program
- Supervise, coach and develop staff throughout program operations
- Lead staff in regular work planning, including identifying processes, deadlines, and milestones
- Create systems for evaluation and data collection to ensure programs are outcome indicators
- Create cross functional systems to support collaboration, communication and capacity building across the Organization
- Cultivate a strong team atmosphere through open communication, collaboration and clarifying roles and responsibilities
- Work closely with Directors on developing grant proposals and completing grant reports and administration
- Continually build, foster and strengthen community and program partners
- Represent Klamath Grown within community groups, meetings and other networks
- Participate in regular staff meetings, trainings and team building events to promote strong collaboration, board-staff relationships, and a work culture of mutual support, accountability, and organizational learning
- Assist in Organization Strategic Planning and funding strategies
- Other tasks or projects as identified by the Board and Executive Director(s)

**Preferred Qualifications:**

- Leadership experience, including experience working on and building teams
- Grant management experience
- Experience working with Google Drive and data management software
- Demonstrated experience in writing, note taking, and email composition
- Maintains a personal vehicle and valid driver's license as some travel is required within our region and to other parts of the state to participate in team meetings, Vendor support, food systems related training, conferences and other work-related events. Mileage will be reimbursed at the current federal mileage reimbursement rate.

**Klamath Grown is an equal opportunity employer. We believe diversity leads to resilience and creativity.** In order to build the kind of food web Klamath County deserves, we need everybody. People who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. Klamath Grown provides equal opportunity without regard to race, color, sex, age, religion, national origin, handicap, disability, veteran status, sexual orientation, or gender identity.