



**Agriculture, Food Economy, and  
Sustainability Programs  
Coordinator/Manager  
Position Hiring Immediately  
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Posted June 11, 2021**

**Apply at [jobs@mocofoodcouncil.org](mailto:jobs@mocofoodcouncil.org)  
[www.mocofoodcouncil.org](http://www.mocofoodcouncil.org)**

MCFC is the primary convener of businesses, nonprofits, government agencies, and residents around food system issues in Montgomery County, connecting 2,000+ partners in education, advocacy, and collaboration building initiatives. Our work cultivates a more resilient, sustainable, and equitable local food system by enhancing food access for the 100,000+ residents at risk for hunger, expanding food education for residents, supporting County farms and food/beverage businesses, and addressing the environmental impact of local food production, distribution, consumption and recycling.

The Food Council leads initiatives related to the MoCo Made program, which was launched in Fall 2017 to highlight our County's vibrant local food and beverage sector. The MoCo Made initiative is intended to offer resources and support to local farms and food and beverage producers, and to increase the visibility and awareness of the diverse products made and grown here in Montgomery County.

Position Overview

We seek a self-motivated, skilled, and goal-oriented professional dedicated to coordinating/managing the MCFC's Food Economy and MoCo Made, Agriculture, and Environmental Impact initiatives. This is a full-time, salaried position at a Coordinator or Manager level (dependent on experience) with some required evening and weekend meetings. We intend to fill this position as soon as possible, ideally with a start date in mid-July 2021. Food Council staff have been working remotely since March 2020, but we anticipate some in-person activities to resume on July 1, 2021.

The MCFC staff is a small team of 8 that collaborates closely with 25 volunteer Council Members and 400+ active working group partners. MCFC strives to cultivate a collaborative, supportive, and transparent work environment where all employees have opportunities to develop and apply new skills, independently shape and implement initiatives, and build partnerships with broad and diverse community stakeholder groups.

Responsibilities include, but are not limited to, the following areas:

- Serve as the staff liaison to the Environmental Impact Working Group and the Food Economy Working Group, including work plan development, member recruitment, and partner engagement.
- Oversee the MoCo Made initiative, including the implementation of the USDA Local Food Promotion Program grant objectives. These grant funds will be used to increase food producers' access to customers, infrastructure, and financing in Montgomery County by

strengthening the market demand for locally produced foods and beverages, and expanding producers' access to selling opportunities.

- Develop resources such as the Food and Beverage Guide that highlight MoCo Made program participants;
  - Engage with retailers, farmers markets, vendors, and other community partners to raise the visibility of MoCo Made;
  - Plan and execute educational, networking, and business development opportunities and events for MoCo Made producers;
  - Manage data collection through an annual survey of MoCo Made participants; and
  - Build and maintain relationships with key stakeholders within the local food industry.
- Lead the Food Council's efforts to expand local and sustainable procurement policy efforts, including (1) engaging in efforts that increase the purchases of Montgomery County food and beverage products by local public and private institutions, and (2) supporting the implementation of strategies and creation of resources to educate and incentivize public and private sector offices, cafeterias, cafes, etc. to increase local sourcing for food purchases.
  - Assist with generating marketing and communications content to support the MoCo Made and Environmental Impact program areas.
  - Lead other staff members and interns as needed to coordinate program implementation.
  - Provide support and subject matter expertise to the Montgomery County Government and Food Security Task Force on local food economy and agriculture and environmental impact and sustainability issues.
  - Serve as the Food Council liaison for meetings and activities related to the Montgomery County Farm to Food Bank program.
  - Collaborate with staff on food recovery and access and food education initiatives, as needed.
  - Provide support to the Deputy Director in writing grant applications and reports as needed, particularly as it relates to funding that supports MoCo Made and Environmental Impact initiatives.
  - Administrative and programmatic support as needed.

### **Requirements:**

- Passion for supporting and engaging small businesses and developing food-related economic opportunities and/or addressing food system impacts on our natural resources
- Bachelor's Degree or equivalent
- 2-5 years of experience in food system-related program coordination or management
- Bilingual abilities preferred
- Excellent verbal and written communication skills
- Experience with MailChimp, social media platforms (including Facebook, Twitter, Instagram, and LinkedIn) and Canva preferred
- Comfort with public speaking and presenting
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines and multitask
- Strong analytical and problem-solving skills

- Strong supervisory and leadership skills, with the ability to prioritize tasks and delegate them where appropriate
- Cultural competency and ability to work effectively with a diverse community of stakeholders
- Proficiency in Microsoft Office Suite and Google Drive a plus
- Deep understanding of and experience with food system sustainability initiatives, agriculture, and food industry stakeholder groups on the Federal, State and County level

The successful candidate will be expected to provide their own computer with Internet and printer, mobile telephone for communication, and reliable transportation. Mileage and/or transportation costs for meetings and events incurred are eligible for reimbursement. Access to an automobile is recommended but not required. Benefits include generous paid time off, matching SIMPLE IRA, reimbursement of eligible healthcare expenses through an employer-funded Healthcare Reimbursement Account, a technology stipend, and paid medical leave. Salary, title, and responsibilities for the position will be based on experience. The salary range for a Coordinator-level position is \$45,000-\$53,000 annually, and for a Manager-level position is \$52,000-65,000 annually.

### **Application Process:**

To apply, please email a cover letter and resume to [jobs@mocofoodcouncil.org](mailto:jobs@mocofoodcouncil.org) by Wednesday, July 28th, the subject line "Agriculture, Food Economy, and Sustainability Position." Cover letters should include a summary of the candidate's community engagement experience in Montgomery County and experience engaging in food systems issues. No phone calls please.

The Food Council is committed to building equity in a food system that has, since its very beginning, established and reinforced structural racism and social injustice. We strive to create and strengthen pathways for those who have been marginalized by our food system to direct the policies and programs that will build a more equitable system. The MCFC prioritizes the expertise and leadership of people of color in facilitating systems change and building a team that reflects the diverse population of Montgomery County's communities. We actively encourage and seek applications from Black, Indigenous, and people of color and members of the gay, lesbian, bisexual, and transgender community. We also encourage applications from people with these identities or who are members of other marginalized communities. The MCFC is an equal opportunity, affirmative action employer, and is firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, disability or ethnic or national origin.

Learn more about the Montgomery County Food Council at: [www.mocofoodcouncil.org](http://www.mocofoodcouncil.org).