



**Independent Contractor Duty Description
The FRESH Project**

SECTION I: GENERAL INFORMATION

Independent Contractor Services Needed: Program Assistant	Location: Shawano County
Immediate Supervisor: Program Coordinator	FLSA Status: Not Applicable
Contractor Fees: \$14.50 per hour	Hours: Max of 15 hours per week (hours are negotiable)
<p>Job Summary: Reporting to the FRESH Project Program Coordinator, the Program Assistant assists with the implementation of the FRESH Project Strategic Plan (view at www.thefreshproject.org) to improve the local food system and provide low income families in Shawano County with the tools to access and secure healthy foods. The Program Coordinator assists in the coordination of outreach and educational efforts, and the implementation of food access programs. This position is funded for the three year period of the Community Foundation of the Fox Valley Basic Needs Partnership Grant. However, employment may be extended pending additional funding.</p> <p>This is a contracted independent contractor service position. Neither the FRESH Project Council, Shawano County, affiliated church organizations, nor any other entity, shall have any liability for any payroll taxes, health insurance, unemployment compensation, worker’s compensation, retirement, vacation, sick days, or any other benefit of any nature.</p>	

SECTION II: FRESH Project Overview

Project Mission: Building the foundation for healthier, accessible, and sustainable food systems by increasing food security, educating, and engaging the community.

Project Vision: Food systems that promote a healthy diet for all, increase food security, strengthen community, educate the public, and support practices which respect the environment, people, and their cultures.

Project Goals:

- Understand the challenges people face in having a healthy diet;
- Changing how we operate as a community so that people will have food security;
- Increasing knowledge in the community about healthy and sustainable food systems; and
- Developing a strong coalition of groups and individuals to continue this important work

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as a point of contact for telephone calls and walk-in clientele
- Responds to clientele in absence of the Project Coordinator; acts as information and referral source for questions and concerns related to the project area
- Provides program assistance and other supportive services that include: developing, designing, editing and proofreading of materials, and preparing catalogs of program offerings, brochures, surveys and reports

- Processes and assists with registration for workshops, trainings, and activities; organizes materials for workshops, trainings and activities
- Performs secretarial duties for Program Coordinator, including general correspondence and reports
- Maintains files and database of newsletters, organizations and committees
- Coordinates volunteer services
- Assists with outreach and fundraising activities and events
- Performs other duties as assigned by program coordinator

SECTION IV: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) Vocational	Major field of study or degree emphasis: Secretarial/office
Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Ability to write and design outreach materials • Ability to work with and coordinate volunteers • Public speaking experience • Event planning 	
Preferred Work Experience in Addition to Formal Education/Training: Minimal of one-year secretarial experience	
Identify licenses/certification required: A valid Wisconsin Driver’s License or evidence of mobility and vehicle insurance upon hire	
Essential skills require to perform the work: <ul style="list-style-type: none"> • Ability to work independently with little or no supervision • Ability to work flexible hours (work hours may vary from week to week according to workload) • Proficient in Microsoft Office, including Word, Access, Excel, and PowerPoint • Ability to maintain confidential information • Ability to work and communicate with co-workers and community partners • Knowledge of basic mathematical principles • Knowledge of computer, digital camera, e-mail, laser printer, scanner, fax machine, copy machine and telephone • Willing to assist others when workload demand is high • Excellent verbal and written communication skills; ability to communicate in a clear, concise manner, tailoring the message to the intended audience • Strong organizational skills and ability to prioritize tasks 	
Unusual or hazardous working conditions related to performance of duties: <ul style="list-style-type: none"> • This position requires sitting, walk with occasionally stoop, kneel, crouch, and lift and/or move up to fifty (50) pounds • Evening and/or weekend and extended hours and irregular shifts may be required • Work environment requires excellent personal hygiene due to working in close proximity to others • Exposure to outside weather conditions and road travel • Tuberculosis (TB) screening and/or TB Skin Test may be required 	

★ Submit resume and cover letter to Kari Hopfensperger at Kari.Hopfensperger@co.shawano.wi.us or Planning & Development Department, 311 N. Main Street, Shawano, WI 54166. If you have any questions, please contact Kari at (715-526-4970) or by email.