



**Independent Contractor Duty Description  
The FRESH Project**

**SECTION I: GENERAL INFORMATION**

<b>Independent Contractor Services Needed:</b> Program Coordinator	<b>Location:</b> Shawano County
<b>Immediate Supervisor:</b> The FRESH Project Food Council	<b>FLSA Status:</b> Not Applicable
<b>Contractor Fees:</b> \$23.00 per hour	<b>Hours:</b> Max of 25 hours per week (hours are negotiable)
<p><b>Job Summary:</b> Reporting to the FRESH Project Food Council, the Program Coordinator coordinates the implementation of the FRESH Project Strategic Plan(view at <a href="http://www.thefreshproject.org">www.thefreshproject.org</a>) 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 serves as the FRESH Project contact, coordinates 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><b>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.</b></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**

- Coordinates the implementation of the Strategic Plan with Food Council and partner organizations
- Facilitates assessments, focus groups, and other program evaluation
- Partners with community organizations to build and strengthen a local coalition around food security:
  - Facilitates coalition meetings

- Maintains relationships with a diverse group of community partners
- Conducts outreach to community on food and health needs and resources
- Prepares reports, presentations, and other documents per grant and program requirements
- Researches and plans evidence-based systems level food security programs and policies
- Promotes program activities, events and volunteer recruitment through social media and website
- Coordinates volunteer and fundraising efforts and events
- Assists with tasks associated with obtaining and maintaining 501 (c)(3) status
- Assists with grant writing and other duties as assigned

**SECTION IV: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>	
<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>  High school diploma or GED required. Associates or Bachelor's degree preferred.	<b>Major field of study or degree emphasis:</b> 2 or 4 year degree in health, nutrition, planning, agriculture or closely related field
<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>● Knowledge of community based research; data collection, analysis</li> <li>● Public speaking experience</li> <li>● Program planning, development, analysis and education</li> <li>● Grant writing procedures and processes</li> <li>● Develop creative concepts and innovative techniques to reach populations with appropriate health information</li> </ul>	
<b>Preferred Work Experience in Addition to Formal Education/Training:</b> 1-2 years	
<b>Identify licenses/certification required:</b> A valid Wisconsin Driver's License or evidence of mobility and vehicle insurance	
<b>Essential skills required to perform the work:</b> <ul style="list-style-type: none"> <li>● Ability to work independently with little or no supervision</li> <li>● Ability to work flexible hours (work hours may vary from week to week according to workload)</li> <li>● Excellent verbal and written communication skills, ability to communicate in a clear, concise manner, tailoring the message to the intended audience</li> <li>● Strong organizational skills and ability to prioritize tasks</li> <li>● Ability to understand basic data analysis concepts</li> <li>● Must have abilities utilizing PowerPoint, Word, Excel and Facebook</li> </ul>	
<b>Responsibility for direct supervision of the following position(s):</b>	
Program assistant and volunteers if required by grant projects	
<b>Unusual or hazardous working conditions related to performance of duties:</b> <ul style="list-style-type: none"> <li>● This position requires sitting, walk with occasionally stoop, kneel, crouch, and lift and/or move up to fifty (50) pounds</li> <li>● Evening and/or weekend and extended hours and irregular shifts may be required</li> <li>● Work environment requires excellent personal hygiene due to working in close proximity to others</li> <li>● Exposure to outside weather conditions and road travel</li> <li>● Tuberculosis (TB) screening and/or TB Skin Test may be required</li> </ul>	

★ Submit resume and cover letter to Kari Hopfensperger at [Kari.Hopfensperger@co.shawano.wi.us](mailto: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.