



Position title: Project Manager

Status: Full time (32-40 hrs/week), non-exempt

Compensation: \$25 -27/hr DOE, plus benefits

The Pacific NW Community Supported Agriculture (PNWCSA) Coalition seeks a Project Manager who is passionate about creating a community where everyone eats local food, farmers thrive, and CSA is a household name.

Position Overview: The Project Manager is passionate about connecting people with good, locally grown food. You will work closely with the Executive Director and other staff to develop and implement PNWCSA's public outreach and engagement projects. Through building networks and organizing events, you will help people experience the joy of participating in a CSA. The ideal candidate is goal-oriented, punctual, willing to learn, communicates clearly and frequently, and has creative ideas about how to engage people with their local food system.

This is a work-from-home position, but the candidate should live within driving distance of Portland to attend meetings and events. Infrequent travel to other parts of the state may be necessary.

General Responsibilities

- Expand awareness of CSA, PNWCSA and our member farms' mission and activities through social media and our website.
- Chair PNWCSA's Programming Committee, and ensure the committee delivers events that are fun, engaging, relevant, and within budget. This includes our annual CSA Share Fair.
- Report on project activities and measure outcomes against objectives.
- Engage with partners and networks to coordinate PNWCSA efforts
- Assist with grant writing and advocacy as needed
- Bring creative and strategic thinking to further PNWCSA's mission.

Qualifications

- A passion for sustainable agriculture, particularly Community Supported Agriculture
- 3 - 5 years experience in food systems or sustainable agriculture
- Demonstrated experience with community engagement and outreach
- Demonstrated experience with project management
- Ability to work independently and remotely, and as part of a team
- Ability to meet deadlines and communicate roadblocks quickly
- Proficiency in networking with other food system organizations
- Demonstrates experience creating and managing content across social media platforms, including but not limited to Instagram, Facebook, YouTube, and LinkedIn.
- Proficiency with Google (drive, sheets, docs)

All staff of PNWCSA continually examine our work through the lenses of race, class, gender-identity, and ethnicity to become more conscious of who benefits from our mission and who does not. This includes incorporating the principles of diversity, equity, and inclusion in all aspects of our work. We strive to continually learn about and dismantle the inequities and disparities in our food and agricultural systems. It is critical that within PNWCSA we listen when others speak, we identify discrimination and bias when we see it, we celebrate each other's lived experiences, we learn from our mistakes, and we make space for complicated conversations.

Our key mission of providing access to good food for all depends on recognizing and including those marginalized in our food system. We encourage people of color, women, LGBTQ people, religious minorities, recent immigrants, differently-abled persons and applicants from diverse generational, economic, and educational backgrounds to join our staff and our board.

Compensation and benefits

This is a full-time, non-exempt position for 32-40 hours a week, per applicant's preference. Salary is \$25-27/hr, commensurate with experience. Benefits include PTO, paid sick leave, 12 paid holidays, reimbursements for phone and internet, a health care stipend, and employer-matched 401k contributions.

Apply

If you are interested in learning more about applying for this position, please send the following info to holly@pnwcsa.org:

- 1) Cover letter of no more than 500 words detailing why you are interested in this position. Please describe 2 skills and/or experiences that make you qualified.
- 2) Resume
- 3) Contact information for 2 professional references

Please direct any questions about this position to holly@pnwcsa.org.

Deadline

Applications will be reviewed on a rolling basis until the position is filled.

Organization: PNWCSA is a 501c3 nonprofit organization serving producers and community members in Oregon and SW Washington. We are a coalition of CSA farmers and producers who are dedicated to sustainable agricultural practices, building community, and boosting the economic viability of small-scale producers. Our member farms provide over 10,000 households with vegetables, fruits, meat, dairy, grains, flowers, and other locally grown products. Our programs include:

- Community education and outreach about CSA, including our annual CSA Share Fair
- Increasing access to CSA for SNAP recipients
- Providing networking and business development opportunities for CSA farmers
- Serving as Matchmakers by connecting our community with their local farmers

PNWCSA Mission

The Pacific NW CSA Coalition promotes Community Supported Agriculture (CSA) by:

- Directly connecting local CSA farmers with their local community

- Ensuring all members of our community have access to healthy, sustainably produced food, through our SNAP and DUFB programs.
- Providing farmers opportunities to learn, grow, and meet their business and sustainability goals through farmer workshops.
- Educating the public about the CSA experience and the benefits of healthy eating through social media and public workshops.