

**Job Title:** Produce Access Specialist

**Reports To:** Senior Policy & Program Manager, Healthy Food Incentives

**Location:** Denver, CO with option to work remotely from home

**Position:** .6 FTE with full benefits for 12 months, with options for extension

**Salary Range:** \$30,000, plus comprehensive benefits

The Produce Access Specialist will provide project coordination and support for Nourish Colorado's healthy food incentive programs, which include the Colorado Nutrition Incentive Program (regular local produce deliveries for participants of the WIC and Older Adult Congregate Meal Program), Double Up Food Bucks, and the WIC Farmers Market Nutrition Program. The Specialist will lead coordination and communication for CNIP and will ensure consistent communication, common data collection and data sharing, and partnership across all incentive programs. The Specialist will work closely with the Healthy Food Incentives Team which includes the Senior Manager for Programs & Policy, Food Access Program Manager, and the Outreach & Engagement Manager. *Nourish Colorado offers a comprehensive benefit package including: Health, dental, and vision insurance; Life insurance; Short- and long-term disability; 401K match; Flexible spending accounts.*

## GENERAL RESPONSIBILITIES

### Colorado Nutrition Incentive Program Coordination

- Provide overall coordination and evaluation planning for [CNIP](#)
- Develop recruitment and application materials for interested WIC and Area Agency on Aging partners who want to support CNIP in their counties
- Review agency applications and select and allocate CNIP funds in winter
- Identify and communicate with growers in selected regions who will sell CSA shares to WIC and older adult households
- Manage CSA invoicing
- Develop and track monthly reporting from participating counties
- Support Nourish's chef team in promoting materials on food education and recipes to participants
- Communicate and trouble-shoot with county agencies and growers throughout the season as questions and issues arise
- Ensure evaluation materials (e.g., surveys) are distributed each fall to growers, counties, and participants
- Work with the evaluation team to develop year-end reporting
- Work with Nourish staff and the Nourish Advisory Board to better integrate CNIP and CNIP partners with other Nourish programs

### Other Healthy Food Incentive Support

- Coordinate across Double Up, CNIP, WIC FMNP, and other grower partners to ensure growers understand various opportunities to work with Nourish
- Work with the Strategic Initiatives Manager to inform and promote communications materials concerning incentive programs
- Assist communications staff in developing newsletter and social media content to regularly communicate with partners about Nourish initiatives
- Support the healthy food incentive team with:
  - Outreach and engagement efforts, including mailing materials to partners
  - Attend regular healthy food incentive team meetings
  - Create data management systems for incentive initiatives to help track and manage shared partners

### Qualifications Needed

- Basic knowledge of federal food assistance programs
- Awareness of Colorado food systems/agriculture stakeholders
- Experience and aptitude with the suite of Microsoft Office programs
- Basic qualitative and quantitative analysis skills
- Solid organizational abilities
- Strong written and oral communication skills
- Strong work ethic with a high degree of energy
- Understanding of and commitment to advancing equitable and nourishing food systems in Colorado
- Strong commitment to our organizational values (see below) and particularly to our work to ensure that our decisions, actions, and allocations contribute to an equitable, multicultural, and multiracial society with distributed and shared power.
- Bilingual Spanish/English a plus!

### About Nourish Colorado

Through advocacy for strong policies, implementation of statewide initiatives, and partnerships with communities, state, and national organizations, Nourish Colorado works to ensure all Coloradans have equitable and abundant access to nutritious foods from a resilient food system. Our core values are:

1. Access to nourishing food is a basic human right.
2. A person's ability to feed themselves and their households all the nourishing food they want should ***not*** be determined by economic conditions, race or ethnicity, or where they live.
3. Food systems must be transformed to work best for those who have been and are intentionally marginalized in order to create lasting and sustainable change for all.

Please read more about these values and our organizational commitments here:

<https://nourishcolorado.org/about/>

Nourish Colorado is committed to recruiting and supporting a diverse workforce that is representative, at all job levels, of the communities we serve. We promote a culture of inclusiveness, respect, communication and understanding. Nourish Colorado is dedicated to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

**Please submit your resume/CV and a cover letter describing your interest in this position to Wendy Peters Moschetti at [wendy@nourishcolorado.org](mailto:wendy@nourishcolorado.org) by December 31<sup>st</sup> 2021 or until filled**