

Yamhill Community Action Partnership

Job Description

POSITION TITLE: Food Collaborative Research Coordinator
RESPONSIBLE TO: Food Program Director

YCAP MISSION:

YCAP's mission is to advocate for and assist persons to self-sufficiency. The Yamhill County Food Collaborative seeks to create a holistic food system in our county that improves food security and addresses healthy food habits, while leading to a stronger local economy and community.

GENERAL DESCRIPTION:

The Food Collaborative Research Coordinator will analyze the current county food system to better understand the components that work and clearly articulate the shortcomings. The mission of this work is to link efforts together and create a holistic food system in our county that improves food security and addresses healthy food habits, as well as build a stronger local economy and community. This is a full time, temporary position.

DUTIES:

1. Create a positive team atmosphere providing quality service to clients, staff and volunteers through active listening, positive problem solving, and timely responses.
2. Assess and evaluate local capacity needs relative to the county food system.
3. Convene and conduct community meetings throughout the county to gain stakeholder input to capacity and asset assessment.
4. Assist in coordinating meetings and providing support to the Yamhill County Food Collaborative.
5. Perform other duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES:

BA or BS degree in relevant field.

Demonstrated proficiency with MS Word, Excel, Access.

Skill in written and verbal communication.

Skill in working independently on multiple projects in a timely fashion.

Ability to research, survey and present information and recommendations.

Ability to work with diverse people, organizations and situations.

Valid driver's license and ability to meet insurance requirements.

Bilingual skills preferred, but not required.