

*THE ART OF FOOD IN FROGTOWN AND RONDO*

**Coalition Coordinator  
Job Opening Announcement**



**Project Summary**

The Art of Food in Frogtown and Rondo, a 3-year old collaboration among Frogtown Farm, Public Art Saint Paul, Urban Farm and Garden Alliance, Asian Economic Development Corporation, and Twin Cities Agricultural Land Trust, aims at improving healthy food access and economic development in those low-income neighborhoods. After an 18-month planning phase, during which the organizations developed a food plan for Rondo and Frogtown, we are now an implementation phase. The Art of Food project partners will continue to develop strategies that bring together local artists and community members and activities that connect art, food, and neighbors in evolving and interactive spaces. Three key directions include:

1. Planning and development of a Community Food Center building at Frogtown Farm, including in this phase developing construction documents and a feasibility study.
2. Hosting community garden tours and pop up events that advance healthy food knowledge and strengthen the food system network in Frogtown and Rondo.
3. Offering business development training for small business people and cottage food growers in Frogtown and Rondo.

**The Position**

- The Coalition Coordinator will coordinate activities among the five organizations—called a “Table” in their collaborative partnership— that lead the Art of Food in Frogtown and Rondo Project.
- The position is non-exempt, project funding-based, at 30 hours/week. This Project is currently funded through December 2019.
- The position is supervised directly by the Frogtown Farm Executive Director, and also reports to and is accountable to the 5 organizations of the “Table” of partners.
- The salary range is \$16 - \$19 / hour, depending on qualifications and experience.
- The position is hired by Frogtown Farm and follows the Frogtown Farm Employee Handbook. This includes a benefits package including employer paid group health insurance, 401k match, paid sick and vacation time and holidays.
- The position will be housed at Frogtown Farm, and will be expected to visit offices of the other partners regularly as needed.

**Essential Duties and Responsibilities**

**Duties and responsibilities of this position will be shared among the partners and associated activities within the overall project.**

- 25% working with Frogtown Farm on the community food center, the feasibility study and engagement plan;
- 25% coordinating between the partners in organizing both regular and special events and meetings (monthly coalition meetings, Alliance meetings, Pop-up events, etc)

- 25% supporting coordination of AFFAR partners events, project process, fundraising (not solely responsible for these)
- 25% monthly priorities as they arise; including tracking events and recording data, report writing, foundation and sponsorship research, etc.)
  - Manage communications among the Table partner organizations, leadership team, and staff at organizations.
  - Prepare agendas and meeting minutes for monthly Project meetings.
  - Create an annual calendar of Project events and related community events in Frogtown and Rondo, and work with partners in fulfilling the events.
  - Cultivate relationships with neighborhood members and organizations
  - Establish data base or data tracking system for recording metrics of activities as related to the key 'indicators'
  - Administration and general office support, checking and responding to (e)mail and phone messages; maintaining general project accounting, handle related bookkeeping
  - Support the Project's programs and events through on-site participation and exhibiting at community events
  - Seek opportunities to elevate the quality and effectiveness of the Project's programs, events and fundraising initiatives
  - Research and identify prospective foundation and corporate funders / sponsors whose giving interests align with the Project's mission and programs

## **Experience & Qualifications**

### *Required*

- Passion for social equity and justice, with values aligning with the partner organizations' missions
- Strong interest in local food systems, healthy foods, and public art, and the intersections of these in promoting healthy communities
- Experience, comfort, and enthusiasm for working with community groups
- Excellent written and verbal communication skills and strong ability to communicate across cultures
- Strong commitment to accuracy and integrity
- Comfort with computers, and/or willingness to learn, Microsoft Office and Google Drive
- Strong attention to detail with the ability to manage multiple priorities and deadlines
- Ability to work independently, and as a member of the team, and exercise good judgment and confidentiality

### *Preferred*

- 2-4 years experience in a community development organization, ideally in an operations, administration and/or fundraising role, although parallel experience will be considered;
- Bachelor's Degree or other post-secondary education
- Resident of or knowledge of Frogtown and/or Rondo neighborhoods and commitment to their diverse communities;
- The ability to sit for extended periods of time
- The ability to operate basic office equipment as computers, copier/printer machines

**DEADLINE: Applications due by Monday, October 1, 2018 at 5 pm. Expected hiring date is later in October, 2018.**

**How to apply:**

Please send resume and cover letter describing your qualifications, experience and perspective on the position to < [info@frogtownfarm.org](mailto:info@frogtownfarm.org) > or mail to:

Frogtown Farm  
The Art of Food Table  
941 Lafond Avenue, Bldg D, Suite 200  
St. Paul, MN 55104

If you are selected to be interviewed, we will notify you. We may request 3 references at that time.

Frogtown Farm, and The Art of Food in Frogtown and Rondo partner organizations, is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. For applicants with any special needs, we will provide reasonable accommodation to complete the application upon request. To request an accommodation to support your participation in the application or interview process, please email to [info@frogtownfarm.org](mailto:info@frogtownfarm.org) with your request.