

## POSITION ANNOUNCEMENT

### Local Foods Specialist

The National Center for Appropriate Technology (NCAT) is a private non-profit organization whose mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. NCAT is seeking a *Local Foods Specialist* to work on local food projects with partners around the state. NCAT works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. NCAT's work includes nationally recognized projects in food, agriculture, and energy.

The Local Foods Specialist will be a regular, full-time position based at NCAT's headquarters in Butte, Montana. The position will be working to grow Montana's farm-to-institution movement by collaborating with a statewide network of foodservice professionals, farmers and ranchers, and leaders in the local food movement. This position will provide an outstanding opportunity to work with a dedicated and professional staff on local food projects throughout Montana.

#### QUALIFICATIONS:

- The equivalent of a BA/BS degree plus a minimum of three years of related professional experience or training.
- The successful candidate will have the ability to work independently, as part of an NCAT team, and work well with partners and clients. Candidates should have excellent verbal and written communication skills. The ability to prioritize work assignments, multi-task, and disseminate information are required for this position.
- The position requires familiarity with community based food systems, community outreach and development. Previous experience working with community service, project coordination, or non-profits is preferred. Occasional travel will be required.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Commitment and passion for the NCAT mission;
- Strong interest and knowledge in community based food systems;
- Facilitative leadership skills with experience and knowledge of community development;
- Knowledge of the national and Montana Farm-to-Cafeteria movement;
- Strong organization and planning skills;
- Interest in community service;
- Excellent communication skills, with experience in writing and editing;
- The ability to work well with others, build relationships and collaborate with community organizations, government agencies, non-profit organizations, and other partners;
- Provide program and project development, coordination and implementation, including identifying possible grants and donors;
- Have an understanding of Montana's unique growing season, climate, and food systems movement;
- Demonstrated interest and knowledge of state and federal policy arenas;

- High level of computer literacy including use of Word, Excel, and Outlook;
- Ability to work independently.

**RESPONSIBILITIES:**

- Coordinate the Montana Harvest of the Month program to increase local procurement in schools, early care and education centers, hospitals, other public institutions, and grocery stores;
- Increase the visibility and impact of Farm to Cafeteria work through online and traditional outreach strategies;
- Further the development, expansion and tailoring of resources such as the Farm to Cafeteria databases, in-person regional training, and other opportunities for network participants to exchange best practices;
- Pursue development opportunities, participate in grant and proposal writing process;
- Planning and fundraising to ensure the future of NCAT's Healthy Food and Communities Initiative;
- Co-chair the Montana Farm to Early Care Coalition and collaborate with a network of cross-sector partners statewide including Team Nutrition, Montana State University, AERO, state agencies such as the Office of Public Instruction and the MT Department of Agriculture;
- Facilitate meetings, decision-making, and project implementation for regional farm to school activities;
- Manage projects to ensure project work and deliverables are being met.

**SALARY AND BENEFITS:** \$35,000-36,000 annually depending on qualifications and experience. Excellent benefits include flexible schedule, paid vacation, sick leave, and holidays, health, dental, vision, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional office environment.

**APPLICATION PROCESS:** Applications will be accepted until a suitable candidate can be identified. Early applications are encouraged. Applicants are encouraged to visit [www.ncat.org](http://www.ncat.org) and [www.attra.ncat.org](http://www.attra.ncat.org) to learn more about NCAT. All persons interested in being considered for the position must visit <https://ncat.bamboohr.com/jobs/view.php?id=8> and start the application process. Part of the process is uploading a current resume, and a cover letter highlighting experience and skills relevant to the listed qualifications, as well as completing NCAT's online application. NCAT Applications can be accessed at <https://www.ncat.org/jobs/> Incomplete applications or reference on the application to "see resume" will not be considered. Applications and more information about NCAT can be accessed by visiting our website at [www.ncat.org](http://www.ncat.org). You may find an employment application under the Jobs tab. Question about the application process can be directed to:

Kriss Sullivan, Director of Human Resources  
e-mail: [jobs@ncat.org](mailto:jobs@ncat.org)

*NCAT's mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. Our work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We strive to be a multicultural organization that embraces the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. Diversity creates healthy communities. Special consideration will be given to applicants who are reflective of the communities that we serve. NCAT is an Equal Opportunity Employer.*

*For additional information about NCAT please visit our website at [www.ncat.org](http://www.ncat.org).*