

Job Title: Abundant Montana (AMT)
Local Food Coordinator

Job Type: Part-time, Time-bound (24-months;
August 2022-2024)



Reports to: Abundant Montana Director, Director of Community Partners

Location: Helena/Greater Helena Area, MT

Please indicate on your application where in the state you reside.

Application Close Date: This position is open until filled. Ideal start date ASAP or by September 1, 2022. Early applications are encouraged and will be considered as they are received. Our ideal start date is upon hiring. Position status updates will be posted on the Abundant Montana website. Please reach out to Drew Shanafelt, Abundant Montana Director, at drew@abundantmontana.com with any questions.

Brief Position Overview

Abundant Montana (AMT) is a marketing and media hub that acts as a megaphone for Montana's local food and specializes in communication strategies for Montana's local food businesses. We are passionate about education, building relationships, and empowering Montana's purpose-driven local food and farm/ranch entrepreneurs, associations, and enterprises.

AMT's Local Food Coordinators are responsible for managing existing, and developing new, local food business relationships for AMT in their region. The Local Food Coordinator focuses on ensuring these relationships are impactful for AMT's food business partners as well as for the sustainability and mission of AMT. The Local Food Coordinator actively seeks out opportunities to educate and promote the value of local food and the AMT marketing and media hub, particularly as a means to help local food and farming businesses succeed, and gets to know the local food "scene" where they live, including identifying stories that matter to the community. The goal is that, with time, the LFC becomes recognized and valued within their community as a local food information resource, expert, and business connector.

In addition, the Helena Local Food Coordinator will support an AERO-led Greater Helena Area Community Food System Assessment (CFSA) from 2022-2024. The LFC will help develop a local coalition for the assessment, attend the assessment meetings, and support implementing projects identified as priorities by the coalition following the assessment. A small percentage of the Helena Local Food Coordinator's time also will include limited AERO Headquarters admin support.

The ideal Local Food Coordinator candidate has strong communications and relationship building skills, sales and/or marketing experience, is comfortable with both print and digital media, and is passionate about supporting the success of local food systems and local food businesses in their region.

Hours: up to 12 hours/week

Compensation: \$18.00 / hour + Commission Pay

Benefits: Paid holidays, Paid training, Flexible schedule, Remote work stipend, Mileage reimbursement

Contract Length: 24 months. Ideal start date: Upon hire. Opportunity for permanent position with additional hours and wage increase available after 12 months, pending positive evaluation and status of AMT business development.

Willingness to Travel: 25% (preferred)

Work Location: On the road, within region

Coronavirus Considerations: AMT has a remote working environment

Abundant Montana is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage Black, Indigenous, people of color, LGBTQ+ individuals, and veterans to apply.

AMT Local Food Coordinators are expected to:

- Meet an annual sales goal
- Work collaboratively and communicate closely with other AMT staff
- Develop sales leads for AMT services in their region
- Build relationships with local food buyers, sellers, and other local food system stakeholders in their region
- Maintain and build upon relationships with existing AMT listers and partners in their region
- Consistently complete required tracking tasks
- Present themselves professionally in both written and verbal communications
- Act in a manner consistent with AMT's core values and founding principles
- Assist local food businesses with their marketing strategy and content development
- Attend farmers markets and other local food events to build relationships, engage with food system leaders, and gather stories that uplift local food

Desired Qualifications:

- Strength in building and maintaining authentic relationships
- Sales and/or marketing experience

- Strong writing and content creation skills
- Natural connector who enjoys engaging people in conversation and sharing resources and solutions
- Comfort with cold calls and in-person visits (when applicable)
- Quick learner
- Self-directed and comfortable with remote-based work
- Strong time management and organizational skills
- A passion for local food systems and promoting Montana's local food and Montana's purpose-driven local food businesses

Education:

Bachelor's degree (preferred)

In a nutshell: Our ideal candidates are self-aware, rooted in confidence and integrity. They are problem-solvers and team players with excellent communication skills and a natural desire to connect and engage with others. They feel comfortable representing their own creative ideas and questions to the team, as well as reaching out to, and supporting members of their community. Our ideal candidates are organized and thorough, committed to collaborative learning, and passionate about our mission.

To Apply

Please send a resume, along with a cover letter, three professional references, and a writing sample (detailed below) to: Drew Shanafelt, Abundant MT Director, at drew@abundantmontana.com. Please specify in your application where you are located in Montana.

Writing sample details:

Please provide a writing sample designed to promote, edify, celebrate, or market an individual, business, event, or activity. Submissions are preferably at least 250+ words.

About AERO

Abundant Montana is a program of AERO (Alternative Energy Resources Organization). Born during the energy crisis of the 1970's by a group of imaginative pragmatists with a desire to make change and create the world they want to live in, AERO has been supporting communities in building a more sustainable Montana for all since 1974. A statewide grassroots organization, AERO focuses on education and resource networking in the sustainable ag and energy/local food system sphere, creating spaces where future food system leaders and inspired community models flourish.