



## Special Project Manager - Position Description

Healthy Harvest of North Iowa is a small 501(c)3 non-profit in North Central Iowa that connects and educates to support the local food system. We have a robust program of support to producers, consumers, community, and regional partners to gain exposure to the impacts of developing our local food system. More information on Healthy Harvest of North Iowa can be found at [www.healthyharvestni.com](http://www.healthyharvestni.com).

We are currently looking for **one (1) contractor** interested in assuming the position of a Special Project Manager involving the planning and implementation of existing identified projects for Healthy Harvest of North Iowa that work to develop the local food system, as outlined below. The assumed activities may be performed virtually, with exception of attending planned events, per project needs. Additional opportunities may be available.

**Location:** North Central Iowa

**Project Dates:** March 1, 2022 - December 31, 2022

**The Special Project Manager duties would include the following projects:**

### Cooking Up a Healthier North Iowa

- Work with our Local Food Access Coordinator to create and implement a schedule of recipe demonstrations and cooking classes around North Central Iowa;
- Communicate with Local Food Access Coordinator to determine recipes for demonstrations and classes, based on agreed upon schedule;
- Host live and recorded recipe demonstrations for local area farmers markets, events, and partner organizations, including the selection of recipes, prepping recipes using local products, and serving samples to community members;
- Partner with local Chefs to host Kids Cooking Classes, including assisting with lesson preparation and prepping of recipes with youth;
- Partner with local school districts to explore food-based nutrition education and determine school-appropriate recipes in collaboration with Farm to School efforts.

### North Iowa Local Food Coalition

- Oversee the Coalition by working with Core Group to facilitate quarterly Coalition meeting
- Lead outreach to existing and potential partners to engage them in Coalition work
- Support Coalition project teams, including leading the community gardens team, and others as identified
- Work to identify, and potential to secure, funding for additional Coalition project-related work.

### Agritourism Events

- Build and foster relationships with partners in identified counties, including Mitchell and Wright;
- Facilitate events planning meetings, on a schedule determined by the event committees;
- Provide support and resources for local sourcing, as needed;
- Assist planning teams with successful execution of events.

### **Local Food Guide**

- Assist with remaining outreach to businesses and publication review for 2022 Local Food Guide;
- Update HHNI website for business profiles;
- Distribute Local Food Guides throughout North Iowa in the 2022 season;
- Schedule #FarmFriday social media posts based on Local Food Guide listings.

### **Promotion and Outreach for Grow.Eat.Play North Iowa Campaign**

- Implement Grow.Eat.Play social media and marketing campaign including the following elements:
  - Write and distribute monthly E-newsletter, based on existing templates and contact list;
  - Create and distribute news releases;
  - Manage HH social media accounts, including responding to messages in a timely manner;
  - Promote HH and local food events happening in North Iowa through identified methods;
  - Host Presentations and community engagement opportunities that further campaign impact;
- Conduct online advocacy for the local food movement and identify opportunities for cross-promotions.

### **General Responsibilities**

- Attend identified meetings and events (can be a combination of in-person/virtual) on behalf of HH:
  - Regional Food Systems Working Group
  - North Iowa Local Food Coalition
- Build the capacity of the local food system by being a community advocate and watching for opportunities to partner with businesses and community organizations.
- Communicate with the HHNI Board members and other contractors about ideas and concerns for future project opportunities.

### **Desired Skills**

- Strong Communications (Written/Verbal)
- Computer Skills (Basic website, Microsoft Suite, Basic graphic design)
- Knowledge of Social Media
- Organized, Self-starter
- Strong time management
- Accountable

**Independent Contractor Status:** This position will be acting as an independent contractor of Healthy Harvest of North Iowa and not as an employee. Contractors are expected to provide their own equipment (i.e. computer, printer) and transportation. The Contractor should understand that no employment benefits (retirement, insurance, etc.) result from this position, and she/he/they is responsible for her/his/their own self-employed tax liability. The Contractor shall be free to set her/his/their own work hours and appointments, and conduct the work as she/he/their sees fit in order to fulfill the project goals and objectives as stated above.

**Compensation:** \$20 - \$25 per hour, depending on experience and qualifications, up to 700 hours, averaging approximately 70 hours per month, payable on a monthly basis based on submitted an invoice. Additional hours may be allowed, as funding is available.

**To Apply:** Send resume and a cover letter to Marie Boyd, Executive Director of Healthy Harvest of North Iowa, at [info@healthyharvestni.com](mailto:info@healthyharvestni.com). **Applications will be accepted and reviewed on a rolling basis until the position is filled.**