



Building Healthier  
*Communities*

2031C Hospital Drive  
Sedro Woolley, WA 98284

### WA State Farm to School Network Program Coordinator – Healthy Eating

**Pay Rate:** \$28.00 – 36.00/hour (DOE)

**FTE:** 0.75 (30 hours/week) NonExempt

**Posting Opens:** 10/9/2023

**Posting Closes:** 11/30/2023

Are you looking for a position that makes a difference in the community? Are you interested in helping Washington State expand its Farm to School programming? We currently have an opportunity for a passionate and experienced Program Coordinator in our Healthy Eating pillar. This position directly supports our goal of ensuring people of all ages have the nutrition resources they need to grow, learn, and thrive by working with the Washington State Farm to School Network as a Program Coordinator.

United General District 304 is committed to improving the health and quality of life for the residents of the communities we serve. We focus our work along six pillars of wellbeing: Active Living, Community Professional Education, Engaged Youth & Communities, Healthy Eating, Thriving Children & Families, and Stewarding Assets and Opportunities. Our programs, staff, and volunteers seek to uphold our core values of compassion, collaboration, innovation, equity, and excellence. Learn more about how we are building healthier communities at [www.UnitedGeneral.org](http://www.UnitedGeneral.org).

#### Job overview:

The Washington State Farm to School Network Coordinator will work within District 304's pillar structure to achieve funding and program objectives by collaborating with the Washington State Farm to School Network Executive Committee, state-wide stakeholders, and funders to plan and carry out activities to support Farm to School (F2S) and Early Care and Education (F2ECE) activities and programming throughout Washington State. This position will work closely with WA State Network Executive Committee and WA schools to connect F2S practitioners across the state and amplify the impacts of farm to school for all communities in WA. This is a grant funded position for one year with possible extension for years two and three. [Position Year One Deliverables](#)

#### Responsibilities and Duties:

- Finalize structure and governance of WA State Farm to School Network.
- Implement activities and programs outlined in Scope of Work, Communications Plan, and funding/strategic work plans.
- Serve as a liaison between District 304, WA State Farm to School network, and our partners.
- Provide training, resources, assistance, and tools to various partners as needed to successfully implement programs.
- Collaborate with community and agency partners, including advisory boards, to ensure high quality outcomes.
- Monitor legislative activity in Washington State, facilitate engagement and support advocacy efforts to fund Network priorities with public funds (e.g. state, federal).
- Complete assessment and reporting requirements for grants and partners.
- Review monthly budget reports for accuracy and assist with spend down planning.
- Provide regular updates and feedback to supervisor and Executive Committee to ensure program alignment.
- Identify funding opportunities and assist with grant applications.

- Other duties that help drive our mission and abide by our organization's core values.

**Qualifications:**

- Bachelor's Degree or equivalent experience.
- 3 – 5 years' relevant experience preferred.
- Working knowledge and understanding of youth nutrition/garden education programs and/or local food procurement.
- Detail and solution oriented with developed problem solving and communication skills.
- Strong presentation and group facilitation experience with the ability to communicate and work effectively with a wide range of community members, including elected officials.
- Ability to exercise initiative, tact, discretion, and judgement in carrying out position responsibilities, work sensitively with persons of various ages, positions, cultures, and backgrounds.
- Effective working independently and as a part of a team.
- Requires flexible time schedule; occasional early morning, evening or weekend hours may be required.
- Required travel to meetings, conferences, and seminars. Must have access to reliable transportation and be able to drive throughout the state of Washington.
- Knowledge and skill working with Microsoft Office, SharePoint, and experience with Facebook and other social media formats.
- Bilingual Spanish speaking preferred.

**Work Conditions:**

- General office hybrid environment: work from home, school settings, community functions, and in office as necessary.
- Standard office hours are generally between 8:00 a.m. to 5:00 p.m. with flexible start.
- Performing duties and attending events during the evening and on weekend occurs occasionally and is required.

**Required Physical Abilities:**

- Must be physically able to sit for extended periods of time, up to 8 hours per day.
- Must be able to bend, stoop, reach, stand, and/or move from one area of the building to another on a regular basis.
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- May be required to lift up to 25 pounds on occasion.

We offer competitive compensation and benefits including medical, dental, vision, life and disability insurances, generous PTO accrual, sick leave, Voya deferred compensation/pension plans, employee assistance program and free membership to our fitness center.

**TO APPLY:**

Click [here](#) for our general application form. Return your application, cover letter and resume to the following:

Email: [hr@unitedgeneral.org](mailto:hr@unitedgeneral.org)

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. United General District 304, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.