Agency: Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP)
Division: Agricultural Development
Position: Program Manager – AmeriCorps Farm to School Program (Agency Liaison & Program Administrator)
Contact: Camilla Vargas
Wisconsin Dept. of Agriculture, Trade and Consumer Protection
2811 Agriculture Drive, Madison, WI 53718-6777
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And/Or
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Wisconsin Dept. of Agriculture, Trade and Consumer Protection
2811 Agriculture Drive, Madison, WI 53718-6777
T: 608-224-5125 F: 608-224-5111 Email: *Jen.pinogallagher@wi.gov*
Position Hours: 2 Limited Term Employee (LTE) Positions.
Anticipated time frame of May 2013 - August 2014, depending on funding.
This position requires an estimated 30 hours per week. Office hours are 7:45 a.m. to 4:30 p.m. Mon.-Fri.
Salary: $18-$20/hour Depending on experience
Anticipated start date: May 6, 2013

Application Instructions:
To apply, mail, fax or e-mail a resume and letter of interest **no later than April 8, 2013** to Camilla Vargas.

Position Description:
This grant-funded position will serve as the program area liaison responsible for program development, coordination, implementation and overall management of the AmeriCorps Farm to School program. This includes building partnerships with partner site staff and leading the placement of at least fifteen AmeriCorps members in a minimum of eight partner sites in the State of Wisconsin. This position will also be responsible for the development of program structure and guidelines; directing service/training; and grant management, including handling the budget and compliance requirements of the project.

The program focuses on two areas; one in food procurement and one in nutrition education. It is the program manager's responsibility to provide resources/training/assistance to both areas.

This position operates under general supervision and reports to the Bureau Director at the Wisconsin Department of Agriculture, Trade and Consumer Protection-Division of Agricultural Development.

See attached for the complete position description.

Desired Knowledge and Skills:
Education and Experience: Any combination of training and experience equivalent to a Bachelor's degree in social work, public policy administration, education, human services, local food systems or related field and at least two years experience developing detailed budgets and/or managing federal or state grants.

A well-qualified candidate will have experience in either directly providing or managing volunteer services and have knowledge and skills in the following areas:

- Knowledge of community and school resources and needs;
- Effective networking techniques and liaison skills;
- Basic knowledge of local food systems-food procurement;
- Effective oral and written communication skills;
- Ability to organize and coordinate activities with people and projects;
- Ability to effectively recruit train and motivate volunteers;
- Knowledge of program development and implementation, including the ability to promote, implement and evaluate educational and youth development programs;

- Knowledge of effective supervisory and management techniques, including the ability to develop short and long term staff objectives and work plans;
- Demonstrated proficiency with using word processing, databases, spreadsheets and the Internet.

Position Location and Special Requirements:

1) Position will be housed at the Wisconsin Dept. of Agriculture, Trade and Consumer Protection: 2811 Agriculture Drive, Madison, WI 53718-6777

2) Possession of or eligibility for a valid Wisconsin driver's license or, the ability to provide one's own transportation for work purposes.

3) Requires occasional travel within the State of Wisconsin.

Background:
The Division of Agricultural Development is dedicated to Growing Wisconsin Agriculture. To fulfill its mission, the Division is organized into two groups: Farm Services and Sector Development, and Agricultural Market Development.

The Market Wisconsin programs and services under the Agricultural Market Development Bureau provide market and business development functions that are needed to fully capitalize on the increasing consumer demand for locally produced products. The development of the "Buy Local" food economy is one of the most rapidly growing, economically, socially and culturally, important opportunities in agriculture today. Supporting the growth of locally grown and processed food positively impacts farmers, communities, consumer nutrition, the environment and Wisconsin's economy. To strengthen the agricultural economy and secure our position as one of the country's top producers of diverse, high quality food products, Wisconsin must establish a comprehensive program to support the growth of locally grown foods.

The AmeriCorps Farm to School Program is funded through the Corporation of National and Community Service and Serve WI and is a collaborative project between DATCP, Department of Health and Family Services, Department of Public Instruction, the UW Center for Integrated Ag Systems and partner host-sites.

The program sponsors partner-site projects in Wisconsin counties, including but not limited to Ashland, Bayfield, Brown, Crawford, Dane, Milwaukee, Vernon, and Washburn. This project aims to improve child nutrition by educating children and families about healthy eating choices and to develop strong communities by connecting schools with local farmers and local food businesses. This LTE position will be responsible for directing and implementing the grant project.

For more information on DATCP: http://www.datcp.state.wi.us/
For more information on AmeriCorps: http://www.americorps.org/