



The Rogue Valley Food System Network fosters connections to promote equitable food access, ecologically sound agricultural practices and economic vitality. We envision the Rogue Valley with a visible, engaged and vibrant food system.

Operations and Resource Coordinator

Organization: *Rogue Valley Food System Network (RVFSN)*

Location: *Rogue Valley, Oregon (Office in Medford; flexible hours and partial remote work available after 90 days)*

Job Type: *Part-time, 15 hours per week*

Compensation: *\$25–\$28/hour, depending on experience*

Direct Reports To: *Executive Director Liaise with: Director of Economic Development & Community Impact, Regional Working Group Coordinator, and RVFSN Council members*

Benefits: *Sick leave accrual, PTO equivalent to 1 week annually starting (15 hours), plus 2 hours per 11 federally recognized holidays (accrued)*

Status: *0.33 FTE to start*

About RVFSN

The Rogue Valley Food System Network fosters connections that promote equitable food access, sustainable agriculture, and a thriving local food economy. We serve as a regional hub for food system coordination, publish the Rogue Flavor Guide, support small farms and food businesses through technical assistance and funding navigation, and act as a fiscal sponsor for emerging food system initiatives.

Position Summary

The Operations & Resource Coordinator is a versatile, detail-oriented team member who helps keep the Rogue Valley Food System Network running smoothly. This position is perfect for someone who thrives in a dynamic, mission-driven environment and enjoys wearing many hats—from managing office operations to coordinating projects, supporting events, and helping share food and farm resources with the community.

The ideal candidate is highly organized, can track multiple timelines and priorities, and is comfortable supporting both internal processes and public-facing programs. This person will work closely with the Executive Director to ensure deadlines are met, reports are submitted on time, and RVFSN's programs and resources are well-communicated and accessible.

Key Responsibilities

Operations & Administrative Support (25%)

- Manage day-to-day office operations, including supplies, physical and digital file organization, and internal systems upkeep
- Check the organization's PO box, distribute mail, and make occasional bank deposits •

Maintain organizational calendars, shared drives, contact lists, and internal directories

- Provide scheduling, task-tracking, and deadline management support to the Executive Director
- Assist with timely filing of nonprofit reports and legal compliance requirements
- Support internal process improvements and documentation to increase organizational efficiency

Program & Project Coordination (30%)

- Coordinate event logistics and planning for key programs such as the Food Solutions Summit, Brews Bluegrass & BBQ (BBB), the Rogue Flavor Guide (RFG), the Rogue Grown Showcase and Rogue Valley Farm Tour (RVFT).
- Support volunteer outreach, scheduling, and coordination as needed for BBB, RVFT and other events. Works to build a robust volunteer database.
- Provide coordination support for RVFSN's Community Food Assessment working groups, including scheduling, facilitation assistance, progress tracking, and stakeholder communications.
- Support ongoing updates and management of the regional events calendar, online food directory, and online resource listings in Open Impact
- Assist with development of user guides, feedback collection tools, and engagement strategies to increase adoption and long-term use of the Open Impact platform.
- Support business outreach and coordination for Rogue Grown initiatives, including the Rogue Valley Food Trail, Flavor Guide, and Showcase events.

Platform & Resource Management (20%)

- Manage onboarding, user support, and resource uploads for the Open Impact digital

platform

- Monitor platform engagement, collect feedback, and track analytics
- Create and update platform user guides and support materials
- Coordinate logistics and communications for digital resource-sharing across programs

Communications & Outreach Support (20%)

- Create and send out monthly Mailchimp newsletters and supporting other basic communications tasks as requested
- Help share food and farm resources that come through RVFSN's networks with the community in timely, strategic ways
- Support event outreach, including drafting announcements, helping with contact lists, and managing RSVPs
- Provide light support for website updates and online content management (training available)
- Graphic design skills for flyers, social posts, or event materials are a plus

Board & Council Support (5%)

- Prepare materials and coordinate logistics for Board and Council meetings and retreats •
- Take and organize meeting minutes; maintain official records and board documentation •
- Support nomination and election processes, and maintain board calendars and task lists

Preferred Qualifications

- 2–3 years of experience in administrative, operations, or program coordination roles (nonprofit experience preferred)
- Excellent organizational and time-management skills with a proven ability to track and manage multiple project timelines simultaneously

- Strong written and verbal communication skills
- Tech-savvy and comfortable with Google Workspace (Docs, Sheets, Drive), Mailchimp, and shared cloud platforms
- Familiarity with contact management systems, online calendars, and basic website content updates (training available)
- Collaborative, adaptable, and committed to supporting a mission-driven team •

Familiarity with food systems, agriculture, or local food nonprofits is a plus •

Graphic design skills are a bonus

To Apply

Please submit the following in a single PDF (if possible):

- A cover letter describing your interest and relevant experience including at 3 references.
- A resume highlighting your qualifications

Send to: alison@rvfoodsystem.org

Application Deadline: Monday, August 4, 2024

Rogue Valley Food System Network is an equal opportunity employer. We welcome candidates from all backgrounds and lived experiences to apply.