

ASAP (Appalachian Sustainable Agriculture Project)

JOB DESCRIPTION

Position: Produce Prescription Assistant, Local Food Campaign
Supervisor: Associate Director
Classification: Full time, 40 hours per week, nonexempt

ASAP's mission is to help local farms thrive, link farmers to markets and supporters, and build healthy communities through connections to local food. To read our vision and equity statement, please visit <https://asapconnections.org/about-us/>

Purpose: The Produce Prescription Assistant is responsible for providing operational and promotional support within ASAP's Local Food Campaign with a special focus on the Farm Fresh Produce Prescription program (FFPP).

This position is regularly scheduled for Monday through Friday, 9am to 5pm with periodic Saturday and/or after hours work required (typically once a month).

PRIMARY ACTIVITIES (include but are not limited to)

- Lead prescription participant intake and enrollment
- Support the onboarding of new physicians and providers
- Provide ongoing program support to participants, health care providers, farmers market managers, and farmers
- Create and disseminate bi-weekly informational and resource updates for FFPP participants
- Create and maintain calendar of engagement activities
- Coordinate rotating volunteers and nutrition education professionals to support engagement activities
- Carry out engagement activities at weekday and weekend farmers markets as needed
- Support surveying, interviews, and focus groups of participants, farmers market staff and health care providers
- Support tracking and reporting of programmatic data
- Build relationships with community partners
- Provide administrative and broader Local Food Campaign program support as needed

KEY LIVED EXPERIENCES, ATTRIBUTES, and SKILL SETS SOUGHT

- Ability to complete assigned tasks in a timely manner
- Ability to complete routine duties with consistency and attention to detail
- Accuracy in dealing with processes and recordkeeping

- Comfortable planning and implementing public engagement activities/events at farmers markets and other settings
- Commitment to effective customer service and capacity to build authentic relationships
- Ability to work independently and in a team environment
- Bilingual (Spanish speaking) preferred
- Professional or lived experience communicating and working effectively with diverse communities, including urban and rural communities, BIPOC communities, and low-resourced communities.
- Understanding and commitment to diversity, equity and inclusion in the local food system

REQUIRED

- ASAP requires all staff to be fully vaccinated against COVID-19 and to follow office guidelines around masks, based on current recommendations
- Must provide consent for a background check
- Ability to regularly lift and/or move up to 25 pounds without assistance
- Some local travel and periodic Saturday shifts

COMPENSATION

The salary for this position is commensurate with an early career position. Benefits include an employer match retirement plan, paid time off, paid sick time, and paid holidays. Contact melinda@asapconnections.org for detailed information about compensation and benefits.

ASAP is currently a qualifying employer for the Public Student Loan Forgiveness (PSLF) Program.

To Apply

Email a cover letter, resume, and three references with the email subject line: 2022 Produce Prescription Assistant to jobs@asapconnections.org. Please submit documents in PDF or Google Docs format.

Due to the volume of applications we receive, we are unable to respond to all applicants.

This position will be filled as soon as possible but will remain open until filled. Applications accepted only by email. Please do not call or come by the office.

ASAP is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national or ethnic origin, disability, sexual orientation, gender identity, political beliefs, creed, marital status, genetic information, veteran status, or any other classification protected by applicable law.