Forward Purchasing Contract Specialist

Falmouth Public Schools

Project and Job Description

Falmouth Public Schools and Portland Public Schools, through the financial support of a Maine Farm to Institution Innovation Grant, are seeking a **Forward Purchasing Contract Specialist**. This position will assist in the development of a Request for Proposals Template and Forward Purchasing Contract Template to increase the amount of local foods being served in schools in Maine. The execution of this grant is supported by representatives from Maine Department of Education, the Somali Bantu Community Association, and Cultivating Community to ensure multi-stakeholder feedback.

The position will require a minimum of two meetings with the grant partners, either in-person or remotely, and first and final drafts of the two templates.

Required Meetings (1.5 hours each)

1. Onboarding Meeting - First week in April to discuss goals and expectations for the Specialist.
2. Feedback Session - First week in May to discuss and provide feedback to the first drafts of the templates.

Deliverables

1. Request for Proposals (RFP) Template - Initial Draft (Due April 27, 2020)
2. Forward Purchasing Contract Template - Initial Draft (Due April 27, 2020)
3. Request for Proposals (RFP) Template - Final Draft (Due May 22, 2020)
4. Forward Purchasing Contract Template - Final Draft (Due May 22, 2020)

Qualifications

- Experience writing contracts and/or legal documents
- Comprehensive knowledge of federal and local procurement regulations for public school nutrition programs
- Understanding of wholesale marketing and institutional procurement needs
- Understanding of the importance of local foods and nuances of supporting small farmers desired
- Proficient in navigating Google Drive and Google Docs
- Open to constructive criticism and feedback
- Extremely organized with strong attention to detail and accuracy
- Excellent written and oral communication skills
- Effective time management skills

Job Type

Part-time contracted worker. This position is open to remote workers.

Contract

$900. Approximately 15 hours of work; it will be up to the contractor to self-monitor and regulate time with the allotted funds.

How to Apply

Email a resume, brief cover letter, and three references detailing your relevant experience to Martha Poliquin at mpoliquin@falmouthschools.org.

Deadline

February 21, 2020. Applications will be considered on a rolling basis until the position is filled.