

Producer Support Liaison

- **Schedule:** Part Time | 25 hours per week
- **Location:** Astoria, OR (On-site at North Coast Food Web)
- **Compensation:** \$39,000 Annual Salary
- **Benefits:** Comprehensive health coverage + generous Paid Time Off (PTO)
- **Term:** 12-month grant-funded contract
- **Report to:** Executive Director
- **Timeline:** Applications due by **Thursday, April 16**. Start date: **Wednesday, May 6**.

About North Coast Food Web

The North Coast Food Web (NCFW) is a community-based organization dedicated to cultivating a resilient and equitable food system on the North Coast. We support local producers, increase access to fresh food, and provide educational programming to build a robust local food economy.

Position Summary

The **Producer Support Liaison** serves as the primary bridge between local food producers and NCFW's market and education operations. This role is focused on a critical mission: **scaling up our local food supply**. With the introduction of **Health-Related Social Needs (HRSN)** fruit, vegetable, and pantry benefits, demand for local food is poised to increase significantly. The Liaison will empower farmers, fishers, and food creators to meet this demand by streamlining onboarding, managing data via *Casebook* software, and fostering the professional connections necessary for a thriving regional food web.

Key Responsibilities

Producer Relations & Strategic Scaling

- **Liaison & Advocacy:** Serve as the primary point of contact for a diverse network of farmers, fishers, foragers, and value-added producers.
- **Capacity Building:** Actively recruit and onboard producers, guiding them through intake and identifying barriers to scaling their operations for increased institutional demand (HRSN).
- **Needs Assessment:** Conduct annual surveys and 1:1 consultations to identify gaps in production, infrastructure, or business education.
- **Program Development:** Design and facilitate educational workshops (online/in-person) and Food Link networking events to open new market channels.

Data Management & Systems (Casebook)

- **Data Integrity:** Manage all producer intake and tracking using *Casebook* software (training provided), ensuring certifications and records are meticulous.
- **Impact Reporting:** Generate reports on supply capacity to inform NCFW's long-term strategic growth.
- **Internal Training:** Act as the super-user for *Casebook*, assisting other staff in utilizing producer data effectively.

Organizational Synergy

- **Market Alignment:** Collaborate with the Market Manager to match producer output with emerging consumer and clinical (HRSN) demand.
- **Communication:** Contribute to the monthly newsletter to highlight producer stories and successes.
- **Cross-Functional Support:** Work with the Education Team to integrate producer expertise into community programming.

Preferred Qualifications

- **Strong Communication:** Ability to build professional, trusting relationships with a wide range of stakeholders, from small-scale farmers to organizational partners.
- **Food System Knowledge:** A clear understanding of the local agricultural and fishing landscape and the challenges facing small producers.
- **Organizational Skills:** Proficiency in managing schedules, tracking data accurately, and handling multiple tasks independently.
- **Professionalism & Passion:** A high level of reliability and a sincere commitment to building a sustainable, community-centered food system.
- **Logistics:** Must have a valid driver's license and be comfortable traveling locally to meet with producers on-site.

How to Apply

Please send a letter of interest and resume detailing your experience and interest to Jesse Jones at jesse@northcoastfoodweb.org.