

## POSITION ANNOUNCEMENT

### Local Food Specialist

The National Center for Appropriate Technology (NCAT) is a private non-profit organization whose mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. NCAT works to foster and promote sustainable technologies and systems, especially for the benefit of economically disadvantaged individuals and communities. NCAT's work includes nationally recognized projects in agriculture, food, and energy.

NCAT is seeking a full time Local Foods Specialist who will work to grow Montana's farm-to-institution movement by collaborating with a statewide network of foodservice professionals, farmers and ranchers, and leaders in the local food movement. This position will provide an outstanding opportunity to work with a dedicated and professional staff on local food projects throughout Montana.

The preferred location for this position is Butte, Montana, but the position also may be located elsewhere in Montana and commute to Butte on an as needed basis.

This position will provide an outstanding opportunity to work with a dedicated and professional staff on a national level.

**QUALIFICATIONS:** The position requires a BA/BS degree in a related field along with three years of relevant experience; or an equivalent combination of education and experience. Previous experience working with community service, project coordination, or non-profits is preferred.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Commitment and passion for the NCAT mission;
- Familiarity with community-based food systems, community outreach and development;
- Knowledge of national and Montana Farm to Institution Movement;
- The ability to build relationships and collaborate with community organizations, government agencies, non-profit organizations and other partners;
- Project management skills;
- Interest and knowledge of mission driven or non-profit organizations;
- Excellent organizational, verbal and written communication skills, with experience in public speaking, presentation, writing, editing and research;
- Extremely proficient with Microsoft Office Suite;
- Strong organizational and planning skills with attention to detail;
- Ability to work independently and in a team environment;
- Ability to prioritize work assignments and to complete tasks in a timely manner;
- Ability to manage, coordinate and delegate;
- Ability to travel, as some travel will be required.

#### **RESPONSIBILITIES:**

- Promote and support NCAT's mission;
- Coordinate the Montana Harvest of the Month program to increase local procurement in schools, early care and education centers, hospitals, other public institutions, and grocery stores;

- Increase the visibility and impact of Montana local food initiatives work through online and traditional outreach strategies;
- Further the development, expansion and tailoring of local food projects, including in-person regional training, and other opportunities for network participants to exchange best practices;
- Pursue development opportunities, participate in grant and proposal writing process;
- Planning and fundraising to ensure the future of NCAT's local food projects;
- Co-chair the Montana Farm to Early Care Coalition and collaborate with a network of cross-sector partners statewide including Team Nutrition, Montana State University, AERO, state agencies such as the Office of Public Instruction and the MT Department of Agriculture;
- Participate in the Farm to School Leadership team meetings;
- Facilitate meetings, decision-making, and project implementation for regional farm to school activities;
- Manage projects to ensure project work and deliverables are being met.

**SALARY AND BENEFITS:** \$35,000 - \$40,000 annually depending on qualifications and experience. Excellent benefits include flexible schedule, paid vacation, sick leave, and holidays, health, dental, vision, life and disability insurance, a cafeteria and 401(k) plan and a pleasant, professional environment.

**APPLICATION PROCESS:** Applications will be accepted until a suitable candidate can be identified. Early applications are encouraged. Applicants are encouraged to visit [www.ncat.org](http://www.ncat.org) and [www.attra.ncat.org](http://www.attra.ncat.org) to learn more about NCAT. All persons interested in being considered for the position must submit an NCAT application and upload a resume and cover letter through BambooHR. To start the application process please visit [NCAT Employment Application](#) and complete the online application. Incomplete applications or references on the application to “see resume” will not be considered. The next part of the process is uploading a current resume and a cover letter highlighting experience and skills relevant to the listed qualifications. Resume and cover letters can be uploaded at <https://ncat.bamboohr.com/jobs/>. Simply choose the position you are applying for and then click “apply for this job” to upload the required resume and cover letter. Questions about the application process can be directed to:

Kriss Sullivan, Director of Human Resources  
e-mail: [jobs@ncat.org](mailto:jobs@ncat.org)

*NCAT's mission is to help people build resilient communities through local and sustainable solutions that reduce poverty, strengthen self-reliance, and protect natural resources. Our work brings together diverse partnerships and communities to help reduce poverty and protect our natural resources. We strive to be a multicultural organization that embraces the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical ability, religious or political belief and marital or veteran status. Diversity creates healthy communities. Special consideration will be given to applicants who are reflective of the communities that we serve. NCAT is an Equal Opportunity Employer.*

For additional information about NCAT please visit our website at [www.ncat.org](http://www.ncat.org).

(Updated 11/23/2021)