



# UConn

COLLEGE OF AGRICULTURE,  
HEALTH AND NATURAL  
RESOURCES

EXTENSION

## **Job Opening - Project Assistant**

(Accepting applications until January 17th, 5:00 pm)

UConn Extension, in partnership with the [Connecticut Farm to School Collaborative](#) (CTFTSC), is actively seeking to fill a temporary Project Assistant position for 6 months in 2022 starting asap. This is a part-time, partially remote position.

### Summary of Primary Responsibilities -

The Project Assistant's responsibilities will include performing administrative duties, working with the state's leading Farm-to-School partners and allies to support the current work of CTFTSC, and supporting the initial work of an incoming CTFTSC Steering Committee.

### Duties include:

- Manage communications including - newsletter, [website](#) and google groups
- Maintain an active presence on Collaborative social media accounts
- Assist with timely payment of honorariums
- Assist with planning, taking meeting minutes, and providing IT support for monthly CTFTSC meetings
- Send reminders for monthly CTFTSC meetings, meeting recordings, notes, and resources as appropriate through CTFTSC's google group
- Support new networking and relationship building opportunities with stakeholders
- Support the current Leadership Team of CTFTSC in their work to onboard a new Steering Committee
- Support the incoming Steering Committee in setting up a meeting schedule, taking notes if necessary, and creating/using a shared digital workspace and virtual meeting tools
- Uphold and reflect the Collaborative's [commitment statements](#)

### Background:

The CT Farm to School Collaborative was launched in May 2016 as a multi-stakeholder partnership whose function was to pursue projects together that no one partner could do alone. Between 2018-2019, with support from the Henry P. Kendall Foundation, the Collaborative embarked on a strategic planning effort that engaged stakeholders through focus groups and

interviews to develop a strategic map for our work ahead. The Collaborative continues to meet monthly to network, collaborate, and support efforts across the state.

Some key accomplishments of the Collaborative include raising the visibility of ***CT Grown for CT Kids Week***, implementing training for the School Nutrition Association of CT and the USDA Food Show, and leading passage of new legislation creating the ***CT Grown for CT Kids Grants Program***.

We value diversity in backgrounds and lived experience, understanding that our farming and educational systems have an impact on all of us. Our [Mission statement, Anti-racism Statement and Community Agreements](#) reflect our commitment to the broader impact we believe farm to school values can have in our food system and beyond.

Work week - up to 20 hours a week, with up to 50% in-person work at the Tolland County Extension office. A balance of collaborative work (in person and in virtual group meetings) and focused, independent work is expected. The position will require some in-state travel (mileage will be reimbursed at federal rates on a monthly basis) to meetings and events. The office is located at: UConn Extension, Tolland County Extension Center, 24 Hyde Avenue, Vernon, CT 06066

Compensation - \$25/hour. Timesheets are submitted every two weeks. This is a temporary, project-based position without benefits. This is a grant-funded position.

Duration - Position starts asap and will continue for approximately 6 months (or 520 hours).

Supervisor - This position is directly supervised by Jiff Martin, Extension Educator of Food Systems.

Required Qualifications:

- Proven project management skills
- Proven administrative skills, including word processing, building online forms,
- Ability to maintain contact info, schedule meetings, and manage GoogleDrive folders/docs
- Strong verbal and written communication skills
- Experience using email, e-newsletters (e.g. mailchimp), and multiple social media platforms for effective communication with a network of project stakeholders
- Excellent time management and organization skills, including the ability to prioritize tasks while managing multiple activities and staying ahead of deadlines
- Demonstrates commitment to racial equity through continuous development and modeling inclusive behaviors and proactively managing one's bias

- Demonstrates excellent interpersonal skills with the ability to listen, empathize, and collaborate in teams and work toward shared goals

Preferred Qualifications:

- Commitment to the interconnected issues of food, health, nutrition, equity, and justice
- Familiarity with Farm to School landscape: issues, opportunities, stakeholders
- Experience working with a statewide council, collaborative, or coalition that includes representatives of state agencies, non-profits, and the private sector
- Skilled in producing event flyers, mailers, and outreach materials
- Experience in website creation (Wordpress), content management and with design programs a plus (e.g. Canva, Adobe Illustrator)
- Enjoys talking and working with people from diverse professions and backgrounds
- Bilingual abilities are a plus

To Apply - Send a resume and cover letter to [jiff.martin@uconn.edu](mailto:jiff.martin@uconn.edu) by January 17th at 5:00 pm. In the subject line of your email, please use: APPLICANT FOR CTFTSC PROJECT ASSISTANT

The University of Connecticut is an Affirmative Action/Equal Employment Opportunity employer. People of color, women, LGBTQ+, people with disabilities, and members of traditionally underrepresented populations are strongly encouraged to apply.