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**Gorge Grown Food Network  
Veggie Rx Program Manager  
Position Description**

**DIVERSITY STATEMENT FOR HIRING**

Gorge Grown Food Network is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability status, protected veteran status or any other characteristic protected by law. We have a commitment to diversity, equity and inclusion in our work and create opportunities to interact with people who live, think, act, and speak differently than ourselves.

**Approximate start date:** May 1, 2018 (may be negotiable for the right candidate)

**Worksite Location:** Primarily Hood River and Wasco Counties; work from home as position allows

**Work Schedule:** .5 FTE 20 hours/week, possibility to combine with other open positions at Gorge Grown Food Network or other partner organizations for the right candidate to create a full-time position

**Salary Range:** \$17-\$20 / hour, depending on experience

**Reports to:** Executive Director, Sarah Sullivan

**ORGANIZATIONAL OVERVIEW**

Founded in 2006, GGFN's mission is to build a resilient and inclusive regional food system that improves the health and well-being of our community. Our approach is strategically multi-pronged:

Increase supply: Support our local producers by bolstering markets and business development.

Increase access and demand through programs like Mobile Farmers Markets, the Healthy Corner Store Initiative, and Veggie Prescriptions.

Empower and Mobilize: Through partnerships with dozens of key organizations like the Food Security Coalition, School Garden Network, Rural Farmers Market Network, Producer Working Groups, and Coordinated Care Organizations we strive to create lasting change through collaboration and collective impact.

**VEGGIE RX PROGRAM BACKGROUND**

2014 and 2017 "Community Health Needs Assessments" identified food security as a top priority in our region. Results from a Community Food Assessment conducted by the Columbia Gorge Health Council showed that 1 in 3 residents in the Gorge worry about running out of food. 1 in 5 people miss meals regularly.

We believe nutritious, healthy food is a cornerstone of health. Gorge Grown Food Network launched the Veggie Rx Program to relieve hunger and increase access to fresh fruits and vegetables in August 2015.

Through the Veggie Rx Program, healthcare and social service providers screen patients for hunger using 2 simple "screen and intervene" questions:

- In the last 12 months, did you and the people you live with *worry that you would* run out of food before you were able to get more?
- In the last 12 months, did you and the people you live with *run out of food* before you were able to get more?

Providers then write a 'prescription' for those in need. Patients or clients 'fill' the prescription at farmers' markets in the summer months and grocery stores during the remainder of the year for fresh, whole fruits or vegetables.

Veggie Rx vouchers are currently distributed through 15 clinics/sites in Hood River, Wasco, and Sherman Counties in Oregon.

### **POSITION OVERVIEW**

We are seeking a dynamic and detail-oriented person to manage the Veggie Rx Program. The Program Manager will be responsible for supporting day-to-day operations, administration, communication, community engagement, and partner accountability.

### **RESPONSIBILITIES**

The Project Manager will manage and expand the Veggie Rx Program. This includes strengthening partnerships between Gorge Grown Food Network and healthcare/social service providers, engaging Veggie Rx recipients in the Food Security Coalition and advocacy, improving the Veggie Rx tracking systems and database, and assisting to secure additional funding.

Key responsibilities include:

### **Communications:**

- Communicate regularly with Veggie Rx partners, including soliciting monthly reports;
- Track and aggregate data, then distribute reports every other month on Veggie Rx redemption, rates of food insecurity screening, the number of people served and other metrics;
- Work with Greater Oregon Behavioral Health Inc. and other partners to improve the existing Veggie Rx tracking system and database;
- Work with Veggie Rx distribution sites to determine how many vouchers to print every other month based on funding and redemption rates;
- Order vouchers from the printer every other month, and ensure that the vouchers are delivered in a timely manner;
- Facilitate ongoing communication between Veggie Rx partners;
- Plan and manage logistics of quarterly meetings for providers/partners to learn from each other and troubleshoot challenges;
- Attend key community events, conferences and meetings;
- Maintain a database of community partners;
- Support research and evaluation;
- Manage the creation of yearly summary reports for funders and external audiences; and
- The following duties may be done in coordination with a communications consultant, Gorge Grown Executive Director or other leaders:
  - Develop communications materials as the Veggie Rx Program evolves, potentially including summary documents, brochures, FAQs, and website content;
  - Create press strategy, including drafting press releases and coordinating with media outlets.

### **Coordination & Community Engagement:**

- Oversee the launch and management of a new Veggie Rx pilot, starting in May 2018, to serve pregnant, low-income mothers and their families through the Hood River Health Department. This includes working with Oregon State University Extension Agents to facilitate cooking classes and pilot evaluation;
- Identify challenges and solutions to advance the Veggie Rx program, especially in the counties of Klickitat and Skamania in Washington where funding has been sporadic. This will involve building relationships with key healthcare providers in Washington and the Southwest Washington Accountable Community of Health (Medicaid/Medicare);
- Work with the Direct Service/ Engagement work group of the Food Security Coalition to engage key community partners, particularly food-insecure residents receiving Veggie Rx to inform program improvement and expansion;
- Engage Veggie Rx partners and recipients in advocacy and policy; ensure that low-income individuals have the support they need to attend meetings (i.e. Childcare/mileage reimbursement);
- Help identify and recruit additional cross-sector stakeholders, including funders, to participate in the expansion of the Veggie Rx program.
- Work with Mid Columbia Economic Development District, Columbia Area Transit, and the Columbia Gorge Health Council to improve transportation for Veggie Rx recipients to redeem vouchers, especially to Farmers Markets.

### **Working with community partners:**

- Serve as an advisor to the Greater Oregon Behavioral Health Inc. to expand the Veggie Rx program into Harney and Gilliam Counties (spring/summer 2018);
- Ensure that Veggie Rx providers are trained in the best practices in screening for food security;
- Work with Food Security Coalition leaders to align efforts, and ensure that residents experiencing food insecurity can access food resources beyond Veggie Rx;
- Represent Gorge Grown Food Network within the Oregon Community Food System Network Veggie Rx Committee;
- Coordinate with the Columbia Gorge Health Council “Bridges to Health – Food Pathways” program, and sites participating in the Pathways/Veggie Rx program.

### **Fund development and management:**

- Work with Gorge Grown Executive Director and other partners to identify potential funding sources to support Veggie Rx:
  - Writing grants, as needed, or coordinating with other grant writers
  - Working with partner organizations to provide information to support their grant applications
  - Coordinating grant reporting to funders as required

### **Evaluation:**

- Oversee the development and implementation of a shared measurement system that will track common outcomes and indicators; Use results to inform learning and continuous improvement.

### **REPORTING RELATIONSHIPS**

The Program Manager will ultimately be responsible for building and maintaining strong relationships with Veggie Rx partners. The Program Manager will report to the Gorge Grown Food Network Executive Director Sarah Sullivan, and will work collaboratively with other staff and Food Security Coalition leaders.

## **REQUISITE QUALIFICATIONS**

The Project Manager must be committed to a collaborative, community-based approach and the mission of Gorge Grown Food Network: To build a resilient and inclusive Food System that improves the health and well-being of our community.

Additionally, the successful candidate will be able to demonstrate:

- A minimum of 3 years work experience including 1 or more years of relevant experience;
- Demonstrated success in building and maintaining relationships;
- The presence to inspire confidence and passion in external audiences and to build effective relationships with a range of stakeholders;
- Ability to thrive in a fluid, unstructured environment;
- Flexibility and the ability to work autonomously as well as take direction as needed;
- Strong analytical and critical thinking skills;
- Strong community engagement skills;
- Excellent interpersonal and communication skills (written and oral);
- Existing relationships with, or ability to build relationships with, a cross-sectoral range of stakeholders of the food system in the local or regional area;
- Ability to work in an open-office setting;
- Ability to attend and participate in a variety of meetings; and
- Commitment to promoting and enhancing diversity, equity, and inclusion.

## **COMPENSATION**

This is a .5 FTE (part-time) position (20 hour/week) with a salary range commensurate with experience between \$17-\$20/hour. This position may be combined with other open positions with Gorge Grown Food Network or other partner organizations for the right candidate to create a full-time position. This position also provides paid time off on an accrual basis, and a very flexible office-hour schedule including the ability to work from home part-time.

## **START DATE**

May 1<sup>st</sup>, 2018 with some flexibility depending on candidate's availability.

## **APPLICATION INSTRUCTIONS**

The Search Committee is soliciting nominations and expressions of interest **immediately**. A nomination, or application (with current resume, letter of interest, and 3 references) should be sent confidentially, electronically, and **by March 19th, 2018** to [communications@gorgegrown.com](mailto:communications@gorgegrown.com). Make sure to include any pertinent experiences including professional and personal experiences that are relevant to this position.

## **OPEN POSITIONS WITH GORGE GROWN FOOD NETWORK**

- Veggie Rx Program Manager: 20 hours/ week, applications due March 19, 2018
- Assistant Farmers Market Manager: 9 hours/ week, applications due March 19, 2018
- Mercado del Valle Manager & Latinx Outreach Coordinator: 13 hours/ week (May – December), applications due March 19, 2018
- Columbia Gorge Gleaning Project Manager: 30 hours/ week (August – November), details will be published soon