

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

**Organizational Overview**

Founded in 2006, Gorge Grown Food Network'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 local producers by bolstering markets and business development.
- Increase access and demand through programs like Mobile Farmers Markets 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**

"Community Health Needs Assessments" in 2014 and 2017 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 and 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 two 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?
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Providers then write a 'prescription' for fresh fruit and vegetables for those in need. Patients or clients 'fill' the prescription at farmers' markets in the summer months and mix of farmers markets and Veggie boxes, similar to a CSA (Community Supported Agriculture) subscription during the remainder of the year for fresh, whole fruits or vegetables. The clinics/providers that are currently providing Veggie Rx in partnership with Gorge Grown include Providence Memorial Hospital (Oncology), One Community Health in Hood River and The Dalles, Hood River Health Department (WIC) and MCMC (Cardiology). There is interest in expanding the Veggie Rx program into Washington state and other regions in the Gorge, pending funding.

**Position Overview**

We are seeking a dynamic and detail-oriented person to administer Gorge Grown's Veggie Rx Program. The Program Coordinator will be responsible for supporting day-to-day operations, administration, communication, community engagement, and partner accountability. This includes strengthening partnerships between Gorge Grown Food Network and healthcare/social service providers, engaging Veggie Rx recipients in the Food Security Coalition, advocacy, improving the Veggie Rx tracking systems and database, and assisting to secure additional funding.

We encourage people of color, women, people who identify as LGBTQ2SIA, religious minorities, recent migrants/refugees, differently-abled people, and applicants from different generational and economic backgrounds to apply.

### **RESPONSIBILITIES**

#### **Communications:**

- Communicate regularly with Veggie Rx partners, including soliciting monthly reports;
- Track and aggregate data, then distribute reports quarterly on Veggie Rx redemption, rates of food insecurity screening, the number of people served and other metrics;
- Work with Veggie Rx distribution sites and Gorge Grown Executive Director to determine how many vouchers to print every other month based on funding and redemption rates;
- Order vouchers from the printer quarterly, and ensure that the vouchers are delivered in a timely manner;
- Facilitate ongoing communication between Veggie Rx partners, clinics, and program participants;
- Plan and manage the 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;
- Manage the creation of yearly summary reports for funders and external audiences; and
- 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 pilot for pregnant, low-income mothers and their families through the Hood River Health Department through 2020. This includes working with Oregon State University Extension Agents to facilitate cooking classes and 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 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;
- Oversee the management of a new Veggie Rx box pilot at One Community Health in The Dalles (tentative start date December 2019).

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

- 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;
- Collaborate with the Columbia Gorge Health Council “Bridges to Health – Food Pathways” program, and sites participating in the Pathways/Veggie Rx program.
  - Attend the Columbia Gorge Health Council CAC and CAP meetings (rotate every other month CAP/CAC). Add dates to your calendar and workplan;
  - Plan on attending the annual statewide Veggie Rx convening.

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

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

#### **Evaluation:**

- Execute the evaluation of the Mamas Veggie Rx (WIC) pilot evaluation with support from partners: Administer surveys, follow work plan schedule, compile a report in late 2020;
- Support other opportunities for research and evaluation.

#### **Administrative:**

- File meeting notes and other key documents;
- Work with Gorge Grown accountant to reconcile redemption rates/financial reports quarterly;

- Tracking Veggie Rx vouchers and logging voucher redemption;
- Attend Gorge Grown all-staff meetings twice/month.

### **REPORTING RELATIONSHIPS**

The Program Coordinator will report to the Gorge Grown Food Network Executive Director, Sarah Sullivan, and will work collaboratively with other Gorge Grown staff and Food Security Coalition leaders.

### **Who we are seeking:**

The Project Coordinator 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.

### **Required Qualifications:**

- Residing in the Gorge, or willing to relocate
- Evening availability to assist with cooking classes 1-3 times/month depending on the time of year
- The ability to maintain effective relationships with a range of stakeholders
- Strong critical thinking skills and attention to detail
- A passion for food, equitable access to food, and social justice
- Understanding of the root causes of inequitable access to food and land
- Experience working in multiracial teams and rural communities
- A minimum of 3 years of relevant work experience
- Existing relationships with a cross-sectoral range of stakeholders of the food system in the local or regional area, including healthcare providers
- Familiarity with the local area and the focus of the initiative (food systems, food insecurity, hunger)
- Ability to work in an open-office setting
- Ability to attend and participate in a variety of meetings
- Commitment to promoting and enhancing diversity
- Ability to thrive in a fluid, unstructured environment
- Flexibility and the ability to work autonomously, as well as take direction as needed
- Excellent interpersonal and communication skills (written and oral)
- Proficient in excel, word, google docs, dropbox and email
- Ability to commit to the job through at least May 2021 to carry out the current Veggie Rx pilots

### **Desired Qualifications:**

- Professional experience related to sustainable agriculture, environmental education, health care, and/or food systems
- Experience fundraising or grant writing
- Spanish fluency
- Indigenous cultural fluency, or a desire to gain an understanding of indigenous cultures and first foods

- A bachelor's degree in public health, nutrition, food systems, community development, public policy or other relevant fields

**Worksite Location:** The Columbia River Gorge, and currently operating programming in Hood River and Wasco Counties. The Gorge Grown office is in downtown Hood River.

**Compensation**

This is a part-time, 0.5 FTE, ~20 hours/week, non-exempt position with a salary range commensurate with experience between \$17-\$20/hour, with the potential to expand in 2020 (funding pending). This position also provides a very flexible office-hour schedule including the ability to work from home part-time.

**Start Date**

February 1st, with some flexibility depending on the candidates availability.

**Application Instructions**

The Search Committee is soliciting nominations and expressions of interest immediately. The position will be open until filled. **January 1st, 2020 is the priority deadline for applying.** A current resume, letter of interest, and 3 references should be sent confidentially, electronically with the email title *Application: Veggie Rx* to [sullivan@gorgegrown.com](mailto:sullivan@gorgegrown.com). No phone calls, please.

Gorge Grown Food Network provides employment opportunity without regard to race, color, sex, age, religion, national origin, handicap, disability, veteran status, sexual orientation, gender identity, or criminal history in accordance with applicable federal laws.