

JOB SUMMARY

The [Kansas Rural Center \(KRC\)](#) is seeking a program coordinator for our Sunflower Stories project and other efforts to empower Kansans around issues of food and farming systems. The program coordinator will focus on building sustainable relationships with four Kansas communities and elevating the lived experiences of Kansans to help shape stronger local and regional food systems. The program coordinator will facilitate civic dialogue centered around issues that impact local food and farm systems, community health and resiliency. This role will specifically focus on collecting and amplifying the stories of farmers. The ideal candidate will be a passionate, motivated, and organized individual who can speak to a diverse group of Kansans and share those stories to impact policy and grassroots engagement around creating equitable and sustainable food and farming systems across the state. The program coordinator will need the ability to work with a variety of audiences and interest groups –ranging from a diverse mix of farmers, producers, and rural community members, to policymakers to create relationships that inform and help shape the future of Kansas’ food systems. This position will work closely with the Executive Director and Communications Coordinator to carry out program obligations and other assigned duties, which may include some administrative duties and grant writing. This position is 100% remote work for Kansas residents but includes travel to communities across the state.

The Kansas Rural Center deeply embraces the power of diversity and inclusion in both our society and farming/crop production so we offer an equal employment opportunity free of discrimination on non-merit factors. We encourage all qualified individuals to apply. Please see our Diversity, Equity, and Inclusion policy on our website at <https://kansasruralcenter.org/diversity-equity-inclusion-policy>.

Application review will begin April 1 and continue until the position is filled.

COMPANY DESCRIPTION

Since 1979, the Kansas Rural Center has worked with Kansas farmers and their communities to advance food and farming systems that are socially just, ecologically sound, and economically viable. The Kansas Rural Center provides information, education, and opportunities to build healthy communities, facilitate meaningful conversations, and cultivate grassroots civic engagement across Kansas. Over the past 40 years, we have focused on ecological farming methods, climate change, sustainable energy paradigms, rural communities, equitable access to healthy locally grown food and health care, infrastructure, women in farming, and public policy related to farm and food systems and other issues that impact the lives and health of Kansans.

DESIRED QUALIFICATIONS & EXPERIENCE

Experience in community engagement, organizing and storytelling.

Highly organized, adaptable, and collaborative.

Intentional, thoughtful, and skillful communicator with a willingness to implement these traits to sustain long-lasting partnerships and develop new relationships.

Ability to effectively manage multiple initiatives concurrently.

Commitment to working with KRC staff and Board to uphold and implement organizational policies, including the KRC Diversity, Equity, and Inclusion policy.

Applicants with Spanish-speaking proficiency will be prioritized.

PAY & BENEFITS

Salary starts at \$42,500 for a full-time role. Time commitment is negotiable for the right candidate.

One day of paid vacation and sick leave each per month for full time role.

Matching retirement plan contributions beginning after six months of employment.

KRC currently does not provide a health insurance plan.

RESPONSIBILITIES & TASKS

Work to ensure that specific funder or grant determined goals and objectives are met.

Conduct research necessary to carry out the program objectives.

Organize activities or events as related to program objectives including workshops, conference sessions, and community meetings or meals.

Travel to communities across Kansas to engage with local community partners.

Compile evaluation results from meetings or workshops into reports useful for grant reports, staff and board.

Develop and maintain a program network of citizens and professional contacts.

Engage and grow KRC's network of partners across the state.

Manage local event coordination, including online registrations, venues, food, management of staff and volunteers during event as needed or assigned.

Work with KRC Staff to coordinate other workshops and annual conferences. This includes planning, promoting, and helping with day-of logistics.

Contribute articles or press releases and field media inquiries with press across the state.

Develop information for the KRC website, multimedia and social media as planned, needed, or assigned.

Assist with planning and grant writing for continuing or expanding KRC programs.

PHYSICAL REQUIREMENTS

Ability to travel across the state of Kansas.

Ability to work at a computer for prolonged periods of time.

Applicant must reside in Kansas.

HOW TO APPLY:

Send letter of interest, resume, and two communication samples, either written, audio or video to jobs@kansasruralcenter.org.