



Job Title: Food Innovation Network Program Assistant

Department: Food Innovation Network

Reports To: Executive Director

FLSA Status: 20 hr/week

The Food Innovation Network (FIN) is a collective impact group creating pathways for health, wealth, and success through food system revitalization and food business incubation in South King County. As FIN is not an independent nonprofit, the organization Global to Local currently acts as backbone organization and fiscal agent for FIN. This position is a Global to Local employee and provides support to the FIN Program Manager and FIN members.

Essential Duties and Responsibilities include the following; other similar duties may be assigned.

Food Innovation Network (FIN) Program Assistant: Assists and supports the implementation of FIN-related programs and activities. Provides general administrative support to FIN Program Manager and services to FIN members/clients. Duties include correspondence between members and clients, meeting facilitation, filing, scheduling, and maintaining computer databases. Work also includes administering and monitoring of grants or program funds and assistance with external communications.

Responsibilities and Duties:

- Schedule, prepare, and provide follow-up for FIN meetings and related activities
- Act as liaison between steering committee, working groups, FIN staff and members
- Coordinate contracts and official FIN materials
- Assist with leadership trainings and event preparation
- Maintain and support program filing systems
- Provide data entry and project reports
- Review FIN grant budgets and track expenditures with backbone agency's finance department
- Assist with external communications including social media

General Employee Responsibilities

Attend all staff meetings, trainings and other applicable team activities. access and respond to email and telephone communication each work day. Demonstrates a commitment to the mission, core values and goals of Global to Local and its program delivery including the ability to integrate G2L values into programs and services.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate degree (college degree preferred) with relevant experience working within similar populations. Prior experience in program planning and/or coordination preferred.

Technical Abilities:

Valid WA State Driver's License, current liability insurance, willing to use personal vehicle for G2L outreach activities, Bilingual/multilingual strongly preferred, advanced level MS Office products (Outlook, MS Word, Excel) and experience with database entry and Google Drive preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this Job, the employee is regularly required to sit for up to 4 hours.

Compensation and Details of Employment

Actual salary, Benefits, PTO and other details will be outlined in an offer letter, information below is for the general guidelines for this position.

Compensation: \$18-20/hr depending on experience, education and any additional language skills.

Schedule: As agreed upon in writing with Executive Director and dependent on community events, G2L meetings and other activities. Office hours of at least 75% per week with the possibility of working remotely up to an average of 4 hours per pay period.

Please email a cover letter and resume to Kara Martin, Program Manager, at kara@foodinnovationnetwork.org by September 14, 2016.