



TWO (2) POSITIONS ANNOUNCEMENT

Accepting applications until August 4th, 2025

Please note! - In-person interviews will be held August 11th & 12th

Title: **Regional Farm to School Coordinators** (part-time, average 25-30 hours per week)

We are currently seeking Regional Coordinators for: 1) Southwest Region-mostly Fairfield County, and 2) Northeast/North Central Region-mostly Windham/Tolland Counties

Location: Hybrid. Remote work and field work visiting school districts and farms, plus weekly in-person meetings at Tolland County Extension Center in Vernon.

Commitment: 780 hours over 6 months (avg 25-30 hours/week); The position begins ideally in September 2025 and is for 6 months. Contracts will be renewed every 6 months based on performance. Funding is in place for this position for up to 3 years.

UConn Extension plans to hire TWO Regional Farm to School Coordinators to assist with outreach and technical assistance to school districts across the state. The addition of outreach and technical assistance to Early Care & Education providers is anticipated as well.

This work aligns with UConn Extension's record of farm to school programming through its [Put Local On Your Tray Program](#).

Program Overview: UConn Extension has been engaged by CT State Department of Education to help increase farm to school programs and activities in Connecticut school districts.

Geographic Regions - Each position will be dedicated to a geographic region of the state and will be responsible for up to 30-40 public school district assignments. As the program grows, early care provider sites will also be assigned to each Regional Coordinator. Note, there may be school district assignments that fall outside the geographic region depending on need and balancing the workload for all regional coordinators. Successful candidates will ideally be based in the region they are assigned to. Our strategy is to foster productive relationships between each regional coordinator and their assigned districts.

Responsibilities:

- Participate in weekly, in-person project team meetings with Regional Coordinators and UConn Extension team members at the Tolland County Extension office in Vernon (currently on Wednesdays).
- Submit monthly reports to CT State Department of Education. Maintain documentation on technical assistance delivery, including frequency, dates and times of technical assistance, and follow-up needed.
- Generate weekly communication (email) to regional school districts with guidance and updates on farm to school opportunities.
- Provide one-on-one technical assistance to each assigned school district focused on helping them to utilize state and federal local food incentives from federal and state sources to purchase local and regionally grown food.

- Develop familiarity with local farms and food hubs in the region to facilitate procurement opportunities for school food directors.
- Coordinate farm field trips for school food directors, staff, educators and administrators.
- Coordinate and host monthly check-in meetings with cohort of assigned districts. Create agendas, gather meeting minutes, maintain and submit meeting collateral to project director.
- Support assigned school districts in completing a Connecticut Farm to School Assessment in 2025-2026.
- Provide more intensive technical assistance to a sub-set of school districts that self-identify as ready to move forward with increasing and integrating farm to school activities in their district.
- Conducting pre- and post-evaluation of participants to demonstrate increased knowledge commitment and action toward increasing farm to school activities.
- Identify district needs for external enrichment providers to deliver services and training events in assigned districts.
- Collaborate with other Regional Farm to School Coordinators to share best practices, learnings and support each other in the work.
- Work with Project Directors, communications staff, and external partners to strengthen the visibility of the project for stakeholders.

Supervision: The position will report to Project Co-Directors: Jiff Martin, Senior Extension Educator in Food Systems and Dawn Crayco, Associate Extension Educator in Food Systems.

Compensation - \$27.00/hour. Timesheets are submitted every two weeks. This is a temporary, project-based position without benefits. Renewal of position is based on need and performance. Funding is currently in place until early spring 2028.

Required Qualifications:

- Demonstrates understanding of the opportunity to grow farm to school in Connecticut.
- Knowledge of state and federal policies that impact farm to school efforts, including state incentives and grant programs.
- Experience working in a school setting and interacting with students, teachers, administrators, and/or cafeteria personnel.
- Experience organizing events – including scheduling speakers, monitoring participant needs, managing registrations, conducting post-evaluation, and follow up.
- Past work demonstrates high degree of reliability and excellent organization skills
- Past work demonstrates ability to work independently and as part of team
- 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
- Comfortable and proficient with most digital platforms (Microsoft Office Suite and other common digital platforms for the office)
- Comfortable taking photos and video for communication needs
- Has own transportation means to travel across a region for in-person delivery of technical assistance.
- Willing and able to travel to UConn Extension office in Vernon and other county offices as needed.

Preferred:

- Bachelor's Degree in the field of nutrition, public health, education or related field
- Demonstrates understanding of K-12 education system and its challenges in Connecticut
- Experience with different types of school settings, such as large vs small districts

- Experience working in school cafeteria settings and/or classroom settings
- Familiarity with function and role of state agencies, including CT Department of Agriculture and CT State Department of Education
- Experience in small scale farming (this can be demonstrated by past apprenticeships or farm jobs, as well as growing up on a farm or coming from a farm family)
- Familiar with a geographic region or regions of Connecticut
- Bilingual in English and Spanish a plus
- Experience with program evaluation methodologies
- Competency with social media for purposes of a project, organization or initiative
- Training in photography and video production

To Apply:

Send a resume and cover letter to jiff.martin@uconn.edu by August 4th at 5:00 pm. Please specify in your letter which region(s) of the state you would be willing to serve (Southwest or Northeast/North Central). In the subject line of your email, please use: APPLICANT FOR REGIONAL FARM TO SCHOOL COORDINATOR

Our work is more innovative and responsive when our team represents a diversity of perspectives and life experiences. People of color, people with disabilities, veterans, LGBTQ+, and members of traditionally underrepresented populations are strongly encouraged to apply. UConn provides reasonable accommodations to employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process. UConn Extension is an equal opportunity employer.