

Alabama Sustainable Agriculture Network (ASAN)

Youth Food & Farm Forum Coordinator

Part-time contract position, July through December

Schedule is flexible

Background:

ASAN is a grassroots network whose mission is to deepen relationships among the people of Alabama, the food we eat, and the place we live. ASAN was formed by bringing together farmers and other local-food stakeholders to share knowledge, resources, challenges, and solutions, but also to create space for shared community and social support. ASAN reaches over 3000 farms, ranches, farmers markets, businesses, nonprofits, government agencies, and households.

The Food & Farm Forum is the primary annual gathering of ASAN's statewide network of farmers, gardeners, community leaders, and good food advocates. Approximately 200-250 diverse participants from across the state convene for a weekend community-building and fellowship combined with peer-to-peer, hands-on learning in the form of workshops, panel discussions, and breakout conversations.

In 2018, alongside the (adult) Food & Farm Forum, for the first time ever we will be holding a Youth Food & Farm Forum geared towards youth ages 14-21.

One of ASAN's core beliefs is that a resilient agricultural system must be intergenerational. In order to ensure the mission of ASAN is sustained beyond our time, it is imperative to involve the next generation of farmers and agricultural visionaries now. Our main objectives in implementing the Youth Food & Farm Forum are:

1. to empower and inspire young attendees from throughout our state to cultivate interest in agriculture and food systems and
2. to intentionally create space within our organizing in which youth are heard, valued, meaningfully involved, and encouraged to take up leadership.

Target attendance for the Youth Forum is between 40-50 youth ages 14-21. The Youth Forum program will consist of **6-10 sessions on topics ranging from agricultural production, food sovereignty, community/grassroots organizing, and more.** These sessions will be led by guest presenters, with an emphasis on youth-led sessions, hands-on sessions, and sessions geared towards building hard skills and critical analysis. Specific decisions about the topics and presenters featured, session formats, and other logistics, will be made by the Coordinator and a 6- to 8-person Youth Council, recruited by the Coordinator from ASAN's network throughout the state.

Position Overview:

All aspects of the Youth Forum will be planned by the Youth Forum Coordinator, in collaboration with a Youth Council of 6-8 youth (or youth “liaisons”) from around the state, and with the support and guidance of ASAN staff and board. The Youth Forum Coordinator will organize, plan, and facilitate monthly meetings of the Youth Forum Council in order to make decisions about featured topics/presenters and workshop format, as well as to coordinate outreach/promotion, registration, travel and lodging, meals and snacks, space, and other logistics. Some planning -- such as registration and plans for meeting space, meals, and lodging -- will nest within the planning for the general Food & Farm Forum, and the Coordinator is expected to work in cooperation with ASAN staff and the Food & Farm Forum Committee on those portions.

Ultimately, it will be the Youth Forum Coordinator’s job to make sure all the i’s are dotted and t’s are crossed so as to ensure a smooth execution of the Youth Forum and smooth integration of the Youth Forum into the general Forum.

Overview of duties:

- Recruit (via ASAN’s existing network) Youth Council
- Facilitate monthly Council meetings in order to build Youth Forum agenda and roll out an effective outreach plan
 - Outreach and recruit Youth Forum attendees and volunteers
 - Contact Forum presenters
 - Empower Youth Council to carry out these tasks between meetings and provide assistance to help them do so
- Coordinate logistical details of Youth Forum (beforehand and at the Forum)
- Manage Youth Forum budget (~\$3000) in accordance with stated goals and needs
- (possibly) Additional fundraising/grant writing

Date	Tasks	Relative Workload
July 9	<ul style="list-style-type: none"> ● Position start date ● onboarding 	low/med
mid July	<ul style="list-style-type: none"> ● Hard push for Youth Council recruitment ● Submit additional funding requests (if applicable) 	high
late July	<ul style="list-style-type: none"> ● Hold first Youth Council meeting ● Introductions ● Set goals & deadlines ● Begin brainstorming agenda 	high
mid August	<ul style="list-style-type: none"> ● 2nd Youth Council meeting ● Create 1st draft agenda 	med

	<ul style="list-style-type: none"> ● Map out plan for inviting guest presenters 	
mid Sept	<ul style="list-style-type: none"> ● 3rd Youth Council Meeting ● Finalize agenda ● Intro to recruitment/outreach ● Set recruitment goals ● Confirm available scholarships 	med/high
early October	<ul style="list-style-type: none"> ● Format agenda/post to web ● Communicate w/ council weekly about recruitment goals 	med
mid October	<ul style="list-style-type: none"> ● 4th youth council meeting ● Check-in on registration #s ● Reevaluate recruitment goal ● Continue outreach 	high
Mid- to late November	<ul style="list-style-type: none"> ● 5th and final youth council meeting ● Forum supply prep ● Revisit goals set at 1st meeting ● Wrap-up 	high
Dec 7-8	<ul style="list-style-type: none"> ● 2018 Food & Farm Forum! 	high
December	<ul style="list-style-type: none"> ● Wrap up, evaluation, and next steps? 	low

Desired Skills, Qualities, And Experience

- Experience working with high school and/or college aged youth, particularly in lead-from-behind type settings
- Strong understanding of and commitment to youth-led (not just youth-focused) organizing
- Ability to plan and run effective meetings, including videoconferences via Zoom
- Extremely strong organizational and time management skills with exceptional attention to detail
- Ability to work autonomously without close oversight, remain accountable to goals and deadlines, and help youth council members to do the same
- Ability to effectively communicate with and coordinate youth-leader volunteers from a variety of backgrounds
- Cultural humility, strong sense of self-awareness and self-knowledge, openness and candidness
- Dynamic, engaging personality
- Ability to proactively identify and solve problems; resourcefulness. Ability to express needs and challenges and collaborate and negotiate to resolve them
- Versatility and adaptability
- Passion and enthusiasm for ASAN's mission and vision

- Fluency in Google Suite (Docs, Sheets, etc) and experience with web-conference tool Zoom

Job details:

Compensation: \$4,725-\$5,250, paid in installments.

Other requirements: Candidates are required to have their own cell phone and personal computer, and must have reliable means for running pre-Forum errands (supplies run, etc) and traveling to/from the Forum. In-person check-ins with ASAN staff in Birmingham are preferred, though tele-conferencing is a possibility.

Location details: Youth Forum Coordinator is required to attend the Forum, December 6-8 in Nauvoo, AL. (Event runs Dec 7-8.) Most of the work leading up to the Youth Forum can be conducted remotely, so qualified people from across the state are invited to apply. Slight preference will be given to those in Birmingham, to allow for easier interfacing with ASAN staff. Youth Council meetings can take place in person, via Zoom, or using a combination of the two.

To apply:

Please send **(1) résumé, (2) cover letter, and (3) completed [job application](#)** to Alice Evans, alice@asanonline.org. All three documents should be submitted as attachments to a single email.

In your cover letter, speak to how your skills, background, personal attributes and habits, and personal and professional experience make you the best candidate for the position. Feel free to also share the ways in which any relevant experience and/or contacts you have, might inform your ideas for a successful Youth Forum.

Please submit both resume and cover letter in PDF format; both documents combined should not exceed three pages in total.

Application deadline: rolling. We will review applications as they come in, with a goal to fill the position in late June, in time for a July 9 start date.

*ASAN is an Equal Opportunity Employer. People of color, people with disabilities, women, and LGBTQ+ people are **strongly** encouraged to apply. We are committed to nurturing diverse leadership within a diverse network, and seek to support our staff with ongoing opportunities for professional and personal growth.*