



POSITION/JOB DESCRIPTION

Title: Chesterhill Produce Auction Site Assistant
Department: Sustainable Agriculture/Forestry Program
Reports to: Director of Sustainable Agriculture and Forestry Program
Supervises: National Service Members (VISTAs, AmeriCorps), interns and community volunteers
Status: Exempt
Hours of Work: 40

Catholic Campaign for Human Development (CCHD) support will fund a full time assistant at Rural Action's Economic Development Initiative (EDI): the Chesterhill Produce Auction (CPA). This position will sustain and grow the market reach of the CPA in Morgan County and the surrounding region. The assistant will connect communities to assets through intentional farmer and buyer outreach and recruitment, capacity building exercises and trainings and development of emerging markets. The assistant will work closely with value chain stakeholders to identify opportunities for growth and to reduce market entry barriers for low-income farmers. They will also play a key role in the expansion of the CPA to include a farm incubator. This incubator will support low-income produce and livestock farmers, thus increasing production to meet growing regional demand for locally produced foods.

Job Summary

The Rural Action Sustainable Agriculture and Forestry Program works with producers and landowners in Appalachian Ohio to create a stronger economy, environment and community based on our region's assets. We do this through a focused strategy of processing, aggregation, distribution and education.

The Chesterhill Produce Auction Site Assistant ("Site Assistant") will support the day-to-day functioning of the Chesterhill Produce Auction (CPA). During the CPA Season the Site Assistant will report to work daily at the CPA as part of an overall strategy to expand and strengthen CPA activities and community presence. In the CPA offseason the Site Assistant will report to the Kuhre Center for Rural Renewal in The Plains, Ohio.

Since 2005 the CPA has been a core part of Rural Action's Sustainable Agriculture program, and since 2012 has expanded to support sales of wood products and other local assets in Morgan and surrounding counties. During the CPA season, the Site Assistant will be responsible for the on-site office and financial management of the CPA. They will work with the Director to expand the network of sales for the CPA. The Site Assistant will also help with all program grant implementation and help develop timelines, benchmarks and reports. The Site Assistant will supervise National Service Members, as well as interns, volunteers and contractors of the CPA.



Essential Functions

Project Management

- Oversee office and financial management and data collection of the CPA during the season.
- Develop the 10 acre CPA site as a farm incubator for interested community members. Includes developing site plans, participant recruitment and the development of MOUs and production schedules for/with participants.
- Work with the Director and other staff and partners to coordinate educational opportunities for producers and landowners at the CPA site. This includes supporting peer-to-peer learning networks, organizing events, collecting data and providing educational toolkits.
- Implement new tools and strategies - including software and sales initiatives - as needed to improve CPA profitability.
- Assist with the preparation of reports and presentation of data for operations of the CPA.
- Develop and maintain a system for the coordination of all CPA infrastructure, including the refrigerated truck, equipment, Cool Bot Unit, outbuildings, walnut huller, irrigation equipment and other infrastructure to be developed or purchased.

Program Development and Outreach

- With the Director, complete grant applications as necessary to support growth and capacity of the Agriculture and Forestry program.
- Work with the Director and additional RA staff to design and implement CPA business growth strategies for the social enterprise.
- Support the team and program partners in the management and expansion of local, statewide, and national partnerships. This includes both organizational, funder and value chain partnerships.
- Represent Rural Action as needed through presentations and in meetings.

Knowledge, Skills and Abilities

- Experience working with and managing diverse groups of people.
- Experience collecting, analyzing and sharing data.
- Proven ability to manage staff and thrive in a fast paced team environment.
- Proven ability in day to day business management.
- Ability to clearly communicate both verbally and in writing.
- Knowledge of local food systems and regional needs of Appalachian Ohio.
- Proven ability to identify opportunities for producers, consumers and partners through a value chain based approach.
- Ability to use Microsoft Word, Excel, Constant Contact, Auction Flex, LinkedIn, Facebook, Twitter and Instagram. Knowledge of Adobe Creative Suite a plus but not required.
- Ability to be trained on new hardware and software platforms as it arises.
- Proven ability to develop work plans, meet goals, and complete reports.
- Ability to drive a refrigerated truck (no CDL required).
- Ability to lift 50 lbs.



Minimum Qualifications

- A Bachelor's degree in a related field or related college experience.
- Two years' experience working in a community service setting.
- At least one year experience managing volunteers and National Service Members.
- Proven ability to work as part of a team.
- Strong organizational, verbal, and written communication skills.
- Ability to work evenings and weekends.
- Valid Ohio driver's license.

Note: The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.