



Produce Prescription Program Manager

POSITION DESCRIPTION

Produce Prescription (PPR) programs have become an integral part of the Michigan Farmers Market Association's (MIFMA) mission to support the viability of community-driven marketplaces. Now is an exciting moment to shape the future of these programs which link food and health together and develop creative approaches to build their sustainability. This position will provide technical assistance and support implementation, evaluation and advocacy for PPR programs across Michigan and around the country.

This is a full-time, 40-hour per week position with an annual salary of \$42,000 and access to a full benefits package after 60 days of employment that includes health care, a Simple IRA retirement plan, flexible work schedule, and ample PTO. This position requires at least 1 day per week in our office based in East Lansing, Michigan with some travel required. A fully remote position may be negotiated for a highly qualified candidate.

Reports to: Program Manager

Position Duties and Responsibilities:

- Provide technical assistance to PPR program implementers by phone, email, virtual coffee hours, site visits, and/or in-person meetings
- Support networking of PPR implementers both nationally and in Michigan by recruiting content experts to serve as presenters, supporting the facilitation of convenings, and facilitating peer-to-peer learning
- Establish and maintain a working knowledge of significant developments and trends in areas of health care, food as medicine, and local and regional food retail including through community-driven marketplaces
- Establish and maintain sound working relationships, partnerships, and cooperative arrangements with funders, partner organizations, and PPR implementers and participants
- Develop resources and materials to meet the needs of the PPR community
- Participate in discussions and support working groups exploring technology solutions to challenges PPR programs face
- Contribute to the development of strategies for advocacy that will advance the sustainability of PPR programs, including building relationships with relevant decision makers and creating materials communicating the benefits of these programs
- Evaluate programming and incorporate participant feedback into future plans
- Represent MIFMA on relevant committees and collaboratives, engage in coalition building to learn from other states and improve advocacy for PPR programs
- Create and maintain process documents and contact lists to support in executing programs/processes
- Monitor expenditures for programs and assist in financial reporting for grants and contracts
- Perform tasks as outlined in grants and/or contracts as applicable



Desired Qualifications and Skills:

- Prior work experience (minimum 2 years) in relevant program management. Experience with Produce Prescription programs is strongly preferred, but not required. Alternative relevant experience may include programming within the healthcare sector including health professional referrals to community resources, food as medicine programming, and/or healthy food retail experience.
- Effective communication skills, including writing, public speaking, and meeting facilitation
- Strong organizational skills and attention to detail
- Ability to balance multiple simultaneous projects and to easily shift between working independently and collaboratively
- Dedication to working as a member of, and in partnership with, diverse communities. Ability to interact with program implementers and participants from diverse economic, educational, and vocational backgrounds to provide exceptional technical assistance
- An understanding of, and commitment to, social justice and antiracism work in the food system
- Knowledge and use of technology in completing job requirements including: Microsoft Office Suite; web-based search and information systems; phone and web conferencing systems; project management software; bookkeeping and financial management software; and web-based content management systems

Application Process:

Candidates should submit a complete application, cover letter explaining their desire for this position and why their skill set makes them a good candidate, résumé including education and work experience, and the names and contact information of three references (indicate relationship) by **January 15, 2023**. Materials should be uploaded as PDF files and submitted with an online employment application available at <https://mifma.org/jobs>. Incomplete applications or those not following this process will not be reviewed. Interviews will be held via Zoom between January 17-19. Ideally, the selected candidate will start as soon as the week of February 6, 2023. The start date may be postponed for the ideal candidate.

MIFMA places equity at the forefront of supporting the viability of community-driven marketplaces so that they can connect ALL consumers to local farms and businesses. It is the policy of the Michigan Farmers Market Association to practice nondiscrimination based on age, ancestry, color, disability or handicap, national origin, race, religious creed, sexual orientation, gender identity or veteran status. MIFMA does not approve, nor will it condone, any action or behavior that would result in harassment or discrimination in any of these areas.



517-432-3381



480 Wilson Rd., Room 172
East Lansing, MI 48824



mifma.org