

Extension Associate - Farm to School Program Manager
(Procurement)
LSU Agricultural Center

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Downloaded On: Apr. 3, 2025 12:17am

Posted Nov. 26, 2024, set to expire Nov. 9, 2025

Job Title	Extension Associate - Farm to School Program Manager (Procurement)
Department	East Baton Rouge Parish
Institution	LSU Agricultural Center Baton Rouge, Louisiana
Date Posted	Nov. 26, 2024
Application Deadline	Dec. 31, 2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Agricultural - General
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Job Description	

POSITION VACANCY ANNOUNCEMENT

This is a grant-funded, non-tenure track position located at the LSU AgCenter School of Plant, Environmental and Soil Sciences in Baton Rouge, La. Funding must be available for any continuation of appointment.

Job Description

Work Location: The Louisiana State University Agricultural Center- School of Plant, Environmental and Soil Sciences, Baton Rouge, La.

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Position Description: Seeds to Success: The Louisiana Farm to School Program is a collaborative effort to support the implementation of farm to school programming around the state, support farm to school activities, and build a local, sustainable food economy while stimulating economic development in communities. The Extension Associate is responsible to the Louisiana Farm to School (LA F2S) Program Executive Director and works under the direction of the LA F2S Program Director, and alongside the Farm to School Team. The successful candidate will plan, coordinate, and evaluate local food procurement for Farm to School- and Childcare-related programs working within the Louisiana Farm to School Program and in coordination with the Louisiana Department of Education (LDOE).

The Farm to School Program Manager will actively recruit childcare centers and schools to participate in local food procurement, coordinate and evaluate local food purchasing for Farm to Childcare Center/School, facilitate communication and networking, and provide technical assistance to childcare centers/schools and farmers to ensure they have the tools for success. This position will involve statewide travel and overnights as needed.

Job Responsibilities Include:

Technical Assistance

- Advise the LDOE Food Distribution Program Administrator on process and status of Local Food for Childcare Center purchasing and contracts.
- Provide on-going consultation and technical assistance to professional and support staff on implementation and programmatic issues of local food procurement in coordination with LDAF and LDOE.
- Provide training for childcare centers and school staff on local food procurement, policies and procedures.
- Attend meetings, seminars, and workshops for all CACFP Food Programs.

Food Distribution Administration

- Develop, assess, and monitor current approved Producers and Meat Processors for utilization in the Local Food for Schools Cooperative Agreement Program (LFS) and the Local Food for Childcare Centers Program.
- Develop, oversee, and facilitate administrative functions of local food purchasing for childcare centers.

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- Compile monthly data reports to track value of local food ordered by category, program area, and date.
- Assist with allocation of Cooperative Agreement Program funds for the purchase of locally and regionally produced foods.

General

- Provide direct support and administrative guidance to recipient agencies who are purchasing local food.
- Recommend training aids and participate, develop, conduct, and oversee in-service instruction to recipient agency personnel.
- Attend workshops, seminars, and conferences to increase USDA food program knowledge.

Qualification Requirements:

Preferred qualifications: Master's degree in a field listed below or Registered Dietitian AND at least one year of professional level work experience Or A Bachelor's degree in family and consumer sciences, nutrition, agriculture, public health, or closely related field and three years or more professional level work experience. Previous experience working with federal programs/grants is strongly preferred.

This applicant must have a record of effective oral and written communication skills. The applicant must demonstrate effective organization, administration and interpersonal communication, as well as networking skills. Ability to set priorities, and to work on multiple projects with and through others in a team is essential as well as the ability to function with minimal supervision. Successful candidates will exemplify a positive attitude and a passion to improve the lives of others. Must exhibit initiative and resourcefulness and work cooperatively in a positive team environment. Ability to work occasional evening and weekend meetings and events statewide.



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Salary and Benefits: Salary will be commensurate with education and experience. The LSU AgCenter has a wide variety of benefit options. Current benefits offered include retirement, multiple medical insurance options, supplemental insurances (dental, life, long-term disability, accident, vision, long-term care, etc.), Tax Saver Flexible Benefits Plan (saves tax dollars on some child care and medical expenses), university holidays (14 per year, typically includes a week off at Christmas), generous annual (vacation) and sick leave benefits, Employee Assistance Program, and possible educational leave and tuition exemption for coursework at campuses of the LSU System. Specific benefits depend on job category, percent effort and length of employment.

Date Available: Upon completion of interview process.

Application Deadline: December 31, 2024 or until suitable candidate is located.

Application Procedure: Must apply online at <https://lsu.wd1.myworkdayjobs.com/LSU> (or through Workday for internal applicants) by attaching cover letter with resume, university transcripts, and two letters of recommendation. Paper, faxed or e-mailed application materials will not be accepted, except that in lieu of attaching recommendation letters online, they may be sent directly to:

Carl Motsenbocker

School of Plant, Environmental and Soil Sciences

104 Sturgis Hall

Baton Rouge, La. 70803

Phone: 225-578-1036

Email: CMotsenbocker@agcenter.lsu.edu



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Web site: www.lsuagcenter.com

The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment. An Equal Opportunity Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact