

CITY OF TEMPE

Temporary Employment Opportunity



Transportation and Sustainability Department | Sustainability Division | 200 E. 5th St. Tempe, AZ 85281 | www.tempe.gov/jobs

Local Food Economy Coordinator

Transportation & Sustainability Department

Opening Date: January 6, 2025
Closing Date: March 09, 2025
Salary: \$68,000/year
Work Schedule: This is a full-time (40 hours per week) position. Flexible schedules are available to account for weekend/evening hours.

This is a grant funded, full-time position, eligible for medical benefits.

The City of Tempe's Cooperative Food Business Development Program provides the opportunity for Tempe residents to learn how to develop cooperative food businesses, connect to the local food system, and have access to local markets. The Local Food Economy Coordinator will be responsible for recruiting, coordinating and mentoring participants of the program, developing and managing a local procurement process for food businesses, organizing pop-up farmers markets, and managing access to the community kitchen.

Experience & Training:

- Experience with businesses in the startup phase and/or in the early stages of development, especially food related businesses
- Knowledge of the cooperative business model
- Experience with project management, including project development, implementation, and documentation
- Experience managing grants, including budgets and reporting
- Experience with developing procurement strategies for bulk purchasing and local sourcing
- Safe food handling certification (or ability to get certified)
- College degree, preferably a Masters degree.

Essential Job Functions:

- Cooperative Food Business Development Program Recruitment
 - Recruit participants by promoting through city networks, giving presentations, tabling, and organizing information events
- Cooperative Food Business Development and Implementation
 - Assist consultants to organize classes and attend all classes
 - Provide business coaching and mentoring to program participants
 - Support participants during the program by sending reminders about upcoming meetings, helping with assignments, and talking with participants about their post-program goals.
 - Coordinate and facilitate regular meetings with the project team

- Coordinate access to community kitchen for program participants
- Farmers Market Pop-ups
 - Develop standard operating procedures for market
 - Create promotion plan, site map, and proposed vendor list
 - Work with regulatory agencies to ensure market has appropriate license and permits
 - Coordinate event logistics with city departments, participating vendors, volunteers and staff
 - Manage the market on day-of event
- Local Sourcing
 - Develop a cooperative sourcing pilot initiative between program participants & local farmers/food distributors to create economies of scale through collaborative purchasing
 - Identify potential markets for locally grown food and locally made food products. Develop relationships with decision makers at these markets to advocate and encourage purchasing of food products developed by program participants.
- Grant Management
 - Develop and implement strategies to track impact of programs (business coaching, local sourcing, cooperative development)
 - Manage budget and reporting requirements as outlined in the grant agreement

Working Environment:

- Some activities are performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking. Visual acuity and manual dexterity associated with daily use of desktop computers; bending, stooping, reaching and lifting up to 50 pounds.
- Some activities are performed in neighborhood settings, such as community centers, indoor meeting spaces, and outdoor vegetated areas. When working in the field, all standards outlined in the Heat Safety Plan will be abided by.
- Some activities may require long periods of exposure to external elements indigenous to a desert environment, weather.
- This position is generally Monday – Friday from 8 a.m. – 5 p.m. however it will require some weekend hours for the pop-up farmers market and some evening hours for the educational cohorts.

Applicant Requirements:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

How to Apply:

Interested applicants should send a letter of interest and an application to Brianne Fisher by email at Brianne_fisher@tempe.gov. Please type “Local Food Economy Coordinator Application” in the email subject line.

Questions regarding this position should also be sent by email to Brianne_fisher@tempe.gov.

Or

**SUBMIT APPLICATION TO:
City of Tempe
Sustainability & Resilience Division
Attn: Brianne Fisher**

**200 E. Fifth Street
Tempe, Arizona 85281**

For questions, please contact:
Brienne Fisher, Sustainability & Resilience Supervisor
Brienne_fisher@tempe.gov
480-350-8959

Equal Employment Opportunity:

The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The city does not discriminate based on race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the city will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.



Temporary Employment Application

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for _____

Do you possess a valid Driver's License (may be required for certain positions)? Yes No

Your age group is? 15-17 years 18-20 years 21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No

Have you ever worked for the City of Tempe? Yes No

If yes, from _____ (mm/yy) to _____ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If yes, please indicate his/her name, position, and relationship to you:

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

Are you a veteran? Yes No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From _____ To _____

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification? Yes No

If no, please indicate your highest grade level completed _____

Education from an accredited College/University:

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

List computer software program(s) with which you are proficient in operating *that relate to this position*:

Language Proficiency (other than English):

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:	
Address:	Phone:
Job Title:	Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates (mm/yy):	
Hours Per Week:	Wage: \$ per
Work Performed:	
Reason for Leaving:	

Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No *If Yes, please explain:*

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<u>FOR ADMINISTRATIVE USE ONLY</u>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____