

HEALTH DEPARTMENT
PINE STREET HEALTH SERVICES
215 S. PINE STREET, 2ND FLOOR
NEWTON, KANSAS 67114

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Investing today for a healthy tomorrow

POSITION DESCRIPTION – TEMPORARY (MAY – JULY 2024)

January 25, 2024

POSITION: K-State Research and Extension Local Food Systems Fellowship with Harvey County Health Department, Newton, Kansas. Temporary 320 hours (ideally full-time over eight weeks) fellowship that runs May 1, 2024 – June 26, 2024. Dates and times of work may be negotiable.

Being a fellowship through Kansas State University, the university and Harvey County embrace diversity and inclusion. The university and Harvey County actively seeks individuals who foster a collegial environment and cooperative interactions with coworkers, students, and others. The University is dedicated to promoting the **Principles of Community**.

RESPONSIBILITIES:

This position is an independent fellowship (Fellow) with Harvey County Health Department to deliver coordination and marketing services to bolster the use of SNAP and Double Up Food Bucks and attendance at the Harvey County Farmers Market. Expectations are to work with Farmers Market Manager, K-State Research and Extension Harvey County staff, Harvey County Food & Farm Council, and agency/organizations to fully implement this position. The goal is to promote the purchase of local products while creating community connectedness with activities and attractions that all ages can enjoy at each Harvey County Farmers Market day. Through this fellow work, an established system will be created for future years.

SPECIFICS:

1. Duty to be performed: Fellow will provide coordination and marketing services to bolster the use of SNAP and Double Up Food Bucks (DUFEB) and attendance at the Harvey County Farmers Market.

Specific Duties of this position include:

- Attendance in remote orientation by Local Food System Program Coordinator.
- Develop and implement a continuous marketing campaign for the Farmers' Market, emphasizing SNAP and DUFEB promotions.
- Establish weekly themes and schedule agencies/non-profits with demonstrations or educational activities and entertainment (local music, etc.) related to the themes as possible.
- Must be present at the majority of Farmers' Market Saturdays from 8:00AM – noon.
- Create promotional materials and distribute to various audiences and media (i.e. Spanish speakers, social media, free billboards, flyers, etc.)

Harvey County Health Department is committed to protecting the public's health and environment, preventing disease, and promoting healthy living.

- Complete bi-weekly and final reports to be submitted to K-State Research and Extension Local Food Systems Program Coordinator. Final report will be completed before finishing fellowship hours.
2. Compensation: Over the 320-hour project, fellow stipend will total \$5,440. Tracking hours and tasks will be an expectation of this fellowship.
 3. Independent Contractor Status: At all times pertinent to this agreement Fellow shall perform as and hold the status of Independent Contractor and at no time be deemed an employee of the HCHD. Fellow shall take appropriate measures to ensure related taxes are paid in accordance with applicable law.
 4. Apply by submitting a cover letter and resume to both:
 - Amanda Lindahl, Local Food System Program Coordinator, alindahl@ksu.edu
 - Lynnette Redington, Director, Harvey County Health Department, lredington@harveycounty.com
 5. Screening of applications begins March 1, 2024.

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability, or status as a protected veteran.

