



Michael Fields Agricultural Institute

Cultivating resilience through research, education and policy since 1984

Food & Nutrition Systems Coordinator

Supervisor: Director of Education

Direct Reports: None

Location: Remote, Regular travel, Must be based in Milwaukee

Position Type: 50% FTE (86.5 hours monthly)

FLSA Status: Exempt

Salary Range: \$30,250 - \$32,250

While this position is not currently benefits-eligible, we anticipate this role growing to full-time as soon as funding becomes available. At .75% FTE, our benefits eligibility threshold, we provide paid time off, paid holidays, health insurance reimbursement, dental insurance, retirement contributions, long-term disability insurance, phone and internet stipends, and professional development support.

About Michael Fields Agricultural Institute

Our Mission is to *work alongside farmers and in the community to cultivate healthy and resilient agriculture through integrated research, education, and policy.* Our vision is a *farm and food landscape that is equitable, accessible, and regenerative - supporting thriving natural and human communities.* We believe that a *rich mosaic of crops, practices, and people is foundational to resilient agricultural systems.* We *value farmer-led and science-based innovation grounded in experience.* We *facilitate broad collaboration that advances regeneration, equity, and justice.*

Position Summary

The Food & Nutrition Systems Coordinator supports MFAI's education team by coordinating school and community-facing food systems programming, with an initial focus on a USDA-funded Farm to School project. This role will manage partner

relationships, support implementation across school sites, develop educational resources, assist with program evaluation and nutrition-related data collection, and help strengthen local food systems pathways.

The position is designed to grow over time as MFAI expands its food systems and nutrition education initiatives. This role complements the Farmer Education Coordinator by focusing on schools, community partners, food systems coordination, nutrition-related resources, and program implementation.

Program Coordination & Management

- Coordinate MFAI's Farm to School activities, including partner communication, scheduling, documentation, and alignment with project goals, deliverables, and reporting requirements.
- Support teachers, school nutrition staff, students, and community partners in agricultural education activities, including hydroponics workflows, planting calendars, school visits, and related learning experiences.
- Track participation, collect program data, monitor outcomes, maintain up-to-date records, and assist with reports required for USDA grant administration.
- Prepare agendas, coordinate meetings, document follow-up items, and maintain consistent communication with project partners.
- Support daily program operations to ensure consistent, high-quality implementation across school sites.
- Help plan and deliver virtual and in-person programming, including trainings, workshops, school visits, and other educational experiences.
- Coordinate technical assistance visits with schools, producers, growers, and other partners.

Food Systems & Community Engagement

- Build and maintain relationships with schools, community partners, producers, growers, and local food systems stakeholders.
- Participate in regional meetings, advisory groups, and coalitions to strengthen partnerships and promote MFAI's role in the local food system.
- Support the development of local food systems pathways that connect education, agriculture, school nutrition, and community-based programming.
- Contribute to MFAI's broader food systems, education, and outreach projects as opportunities arise.

Evaluation, Nutrition Data & Resource Development

- Work with MFAI's Research team on nutrition-related data collection, analysis, assessments, and evaluation activities for ongoing projects.
- Develop and adapt educational materials, resources, and tools for schools, students, teachers, cafeteria staff, producers, and community partners.
- Support the creation of nutrition education and food systems programming that is practical, accessible, and aligned with MFAI's mission.
- Assist with documentation of program outcomes, success stories, and lessons learned.

Outreach, Communications & Grant Support

- Lead or support program outreach and dissemination activities.
- Work with MFAI communications staff to create digital and social media content that communicates key program messages and increases audience awareness.

- Support newsletters, media events, partner updates, and other communications that highlight program activities and impact.
- Research grant opportunities and assist with preparing application materials aligned with MFAI's programmatic priorities.

Cross-Team Collaboration

- Collaborate with MFAI's Research, Policy, and Advancement teams when cross-program coordination advances organizational goals.
- Represent MFAI professionally with schools, partners, community organizations, funders, and public stakeholders.
- Support an organizational culture rooted in collaboration, equity, learning, and service to farmers and communities.

What We Offer

MFAI offers a flexible, remote work environment and a benefits package for eligible employees. While this position is not currently benefits-eligible, we anticipate this role growing to full-time as soon as funding becomes available. At .75% FTE, our benefits eligibility threshold, we provide paid time off, paid holidays, health insurance reimbursement, dental insurance, retirement contributions, long-term disability insurance, phone and internet stipends, and professional development support.

Benefit-eligible employees receive 20 days of paid time off annually, prorated as applicable, along with paid organizational holidays. MFAI provides health insurance reimbursement of up to \$400 per month and employer-paid dental insurance. MFAI also offers a SIMPLE IRA retirement plan for eligible employees, with an employer match of up to 3% of salary, in accordance with plan requirements.

Additional benefits include monthly phone and internet stipends, employer-paid long-term disability insurance for eligible employees, and up to \$500 annually for approved professional development.

Travel

MFAI is an entirely remote workplace. This position may be based anywhere in the Upper Midwest, with required project-related travel to and from the Milwaukee area over the next 36 months. Additional travel may be required for conferences, meetings, and events in Wisconsin, Illinois, or beyond. Ideal candidates will be based in Milwaukee and must be able to travel for project activities as needed.

Qualifications

- Bachelor's degree in nutrition science, food systems, agriculture, education, public health, or a related field; equivalent experience may be considered.
- 1–3 years of experience in food systems coordination, nutrition education, agriculture, school-based programming, public health, or community engagement.
- Strong organizational, communication, and project coordination skills.
- Excellent interpersonal skills, with the ability to build partnerships and work effectively with schools, producers, community partners, and internal teams.
- Comfort facilitating meetings, leading trainings, and speaking with diverse audiences.
- Familiarity with sustainable agriculture, Farm to School programming, food hubs, school nutrition, or local food systems preferred.

- Valid driver's license and ability to travel
- We recognize that valuable experience comes from many different paths, and we encourage candidates with a range of lived, educational, and professional experiences to apply.

Equity Statement

MFAI recognizes the harm that systemic social, racial, and economic injustice has played in our agricultural systems. We are committed to policies, structures, and practices that foster food and farming systems that are just and equitable. Michael Fields Agricultural Institute is an equal opportunity employer. MFAI does not discriminate on the basis of race, color, religion, disability, economic status, gender, nationality, ethnicity, sex, gender identity or expression, sexual orientation, age, marital status, arrest record, military service, or any other characteristic protected by applicable law.

Candidates who require reasonable accommodation during the application or hiring process may contact careers@michaelfields.org.

How to Apply

Please submit a resume or CV and cover letter to careers@michaelfields.org. Applications will be reviewed on a rolling basis until the position is filled. The ideal start date for this position is August 1, though MFAI has some flexibility based on candidate availability.