

About This Role:

Cowley County Extension in partnership with K-State Research and Extension Local Food Systems is seeking a Local Food Fellow to complete the local food system project: **Kitchen Incubator and Food Preservation.**

This full-time for 8 weeks or part-time for 10-12 weeks, fellowship will run from ~June 2, 2025 ~ August 23, 2025.

Responsibilities:

- Assist in incubator kitchen development to include researching existing kitchens and surveying potential users.
- Compile/develop incubator operating policies and procedures into a complete operations manual.
- Recruit kitchen users.
- Promote value-added food options.
- Coordinate and assist with food preservation and recovery education including helping acquire produce and assist with workshop content.
- Develop consumer educational materials and graphics about the benefits of local food systems.
- Complete final report to be submitted to K-State Research and Extension Local Food Systems Program Coordinator before finishing fellowship time period.

Location:

This is an in-person position located at: 311 E 9th, Winfield with tasks conducted at other locations TBD.

Why Join Us:

Our mission is building resiliency, health, and economic vitality for Kansas communities – from food production on farms to food on every plate.

For more information about K-State Research and Extension Local Food Systems, please visit <http://www.kansaslocalfoods.org/>

**We Support
Diversity and
Inclusion:**

Kansas State University embraces diversity and inclusion. The university 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.

What You'll Need to Succeed:

Minimum Qualifications:

- At least 16 years of age.
- Strong verbal and written communication skills, including proficiency with mass media and social media platforms.
- Basic computer skills, including experience with email, internet research, and Microsoft Office programs (Word, Excel, PowerPoint).

Preferred Qualifications:

- Ability to work collaboratively with individuals and groups to achieve shared goals, demonstrated through previous leadership roles or team projects.
- Experience working with diverse audiences, including students, volunteers, and community members.
- Knowledge or interest in horticulture, local food systems, or sustainable agriculture.
- Organizational skills and the ability to manage multiple tasks and timelines effectively.

Other Requirements:

- Applicants must be currently authorized to work in the United States at the time of employment.
- Must possess a valid driver's license and have access to a reliable vehicle for transportation to project sites.

How to Apply:

Please submit the following documents to Amanda Lindahl, Local Food System Program Coordinator: alindahl@ksu.edu AND Becky Reid, Cowley County Family and Consumer Sciences Extension Agent: bkreid@ksu.edu.

1. Letter of interest
2. Resume

Screening of

Applications Begins: February 7, 2025

Stipend Amount:

\$5,600 for the 320 hour fellowship project.

Equal Employment Opportunity:

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.