

**About This Role
and Organization:**

Full Circle Sustainability, in partnership with K-State Research and Extension Local Food Systems, is seeking a Local Food Fellow to help market Full Circle and develop content related to local food to share with our community. Full Circle is a 501(c)(3) nonprofit devoted to making low-waste living easier through creating more sustainable systems, including increasing access to local food and low-waste home and grocery items. We do that through our retail shop and home delivery service as well as by providing information to the public about issues related to local food and sustainability.

Responsibilities:

This part-time, 16-week fellowship will run from February to May 2025.

- In collaboration with Full Circle's Executive and Operations Directors, create and implement a strategy for promoting Full Circle to the community.
- Develop and distribute marketing materials.
- Write press releases and pitch stories to appropriate news outlets.
- Develop content around the benefits of local food to use on the Full Circle website, Facebook page, blog, newsletter, and in the shop.
- Develop content that highlights Full Circle's partner producers, including written producer profiles, photos and short video clips from the farms, and longer interviews with farmers.
- Interview customers individually and as part of a focus group to identify messages that resonate and determine what types of communication and marketing efforts will be effective.
- Utilize feedback from customers as well as additional research and outside knowledge to help craft narratives about Full Circle that will speak to different audiences.
- Create short interview clips with customers talking about Full Circle and their reasons for supporting local agriculture.
- Reach out to and connect with other groups doing work related to local food and sustainability.
- Complete final report to be submitted to K-State Research and Extension Local Food Systems Program Coordinator before the end of the fellowship period.

Location:

This is a hybrid remote and in-person position located in Topeka, Kansas. The job will require some travel within northeast Kansas to visit our partner farms.

Why Join Us:

Join us on our mission to increase access to local food in Topeka and help share information on the benefits of sustainable agriculture with our community! As a Local Food Fellow, you will be promoting Full Circle so that we can increase the number of consumers and producers we serve. And you will be helping develop content around local food to educate Topekans about why they should shop and eat locally and sustainably.

For more information about Full Circle, please visit <https://fullcirclesustainability.org>. 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:

- Strong oral and written communication skills.
- Ability to communicate effectively with a wide variety of individuals and groups as well as through mass media and social media.
- Computer skills, including email, internet, and Microsoft Office programs.
- Ability to learn basic blog updating skills on a user-friendly design platform.
- Education or experience with marketing or public relations.

Preferred Qualifications:

- Marketing experience related to food, agriculture, or sustainability.
- Experience marketing to diverse audiences.
- Experience writing press releases or pitching stories to the media.
- Knowledge of photo, video, and graphic design tools and techniques.
- Experience conducting informal and recorded interviews.
- Experience conducting surveys or focus groups and using feedback to inform a strategic plan.
- Interest in sustainability and local food systems.
- Ability to drive within a ~70-mile radius of Topeka to visit Full Circle's partner farms.

Other Requirements:

- Applicants must be currently authorized to work in the United States at the time of employment.

How to Apply:

Please submit the following documents to Amanda Lindahl, K-State Research and Extension Local Food System Program Coordinator: alindahl@ksu.edu AND Justine Greve, Executive Director, Full Circle Sustainability: justine@fullcirclesustainability.org.

1. Letter of interest
2. Resume

Screening of Applications Begins:

January 6, 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.