The Michigan State University (MSU) Center for Regional Food Systems (CRFS) is seeking an Academic Specialist to support outreach and business assistance efforts that will allow Michigan food businesses to increase good food access in low-income urban and rural communities. The position will support existing CRFS initiatives, including the Michigan Good Food Fund and help to develop additional programming capacity in good food business development.

**Status:** This is a full-time, annual year, temporary position. Initial appointment will be for one year with reappointment contingent upon funding and performance.

**Available:** October 1, 2015 or when suitable candidate is identified.

**Application Deadline:** August 17, 2015 or until suitable candidate is identified.

**Starting Salary:** Commensurate with education and experience up to $55,000 annually.

**Reporting:** Reports to Senior Associate Director, MSU Center for Regional Food Systems.

**Qualifications:**
1. Bachelors degree in business or agribusiness with experience in financial management and business planning required. Master of business administration degree and some emphasis in agribusiness and/or the food industry preferred.
2. Knowledge of Michigan agribusiness, distribution and/or processing is preferred
3. Ability to write, read, and analyze food business plans and financial statements
4. Ability to effectively engage and collaborate with diverse stakeholder groups (in Michigan and nationally), especially food businesses, nonprofit organizations, and financial institutions
5. Demonstrated project leadership, resourcefulness, self-motivation and ability to problem-solve and think critically.
6. Ability to self-direct and balance multiple simultaneous projects and to easily shift between working independently and as part of a team.
7. Strong written and verbal communications skills and experience using a broad range of communications tactics.
8. Experience with project or program evaluation methodologies
9. High degree of knowledge of and comfort with using technology in completing job requirements including Microsoft Office suite, web-based search and information systems, electronic survey software and phone/web conferencing systems.
10. High level of organization and ability to manage small contracts and budgets
11. Available to occasionally travel throughout the state and within the U.S. Possession of a valid, current state driver’s license required.
12. Understanding of and commitment to equal opportunity/affirmative action and diversity/pluralism.
Job Summary:

- Provide and/or coordinate appropriate business and technical assistance to Michigan food production, processing, and distribution businesses that seek assistance through the Michigan Good Food Fund;
- Work with local and state partners to recruit and develop viable candidates for loans and business assistance through the Michigan Good Food Fund;
- Manage professional service contracts with consultants and other service providers delivering assistance to Michigan food businesses;
- Provide oversight for the evaluation of the Michigan Good Food Fund;
- Convene and/or collaborate with statewide project partners virtually and in person to enhance collective understanding and accelerate CRFS’ healthy food financing efforts;
- Develop tools and resources that support efforts for education and business assistance for the Michigan Good Food Fund loan participants. Such tools and resources may include reports, factsheets, videos, webinars, and presentations;
- Contribute, as needed and where appropriate, to completion of other goals and objectives of the Michigan Good Food Charter initiative;
- Document and share project work and accomplishments; maintain regular internal and external communication about project activities; develop and report on an annual plan of work;
- Develop and submit funding proposals and fulfill project objectives, manage project budgets, assist with developing evaluation plans and tools, and write grant reports of grants awarded;
- Actively participate in CRFS staff and affiliate meetings and stay current on CRFS projects, activities, resources and publications;
- Professionally represent CRFS and CRFS projects in all forms of engagement and communication;
- Report to and collaborate with project principal investigators as funding requires; and
- Help to foster, facilitate and maintain CRFS culture of anti-racism, trust, support and accountability.

Application Procedure:

You must apply online to MSU Human Resources:

Go to:  
http://jobs.msu.edu  look for job posting 1627 (click on faculty/academic staff)

If you have questions about the application process, contact:
Karen Sturdivant – Managing Associate Director - Search Committee Chair : sturdi10@msu.edu

If you have questions about the position, contact:
Rich Pirog, Senior Associate Director: rspirog@msu.edu

Please do not send application materials directly to Karen Sturdivant or Rich Pirog
**CRFS Mission:**
CRFS works to engage the people of Michigan, the United States and the world in applied research, education and outreach to develop regionally integrated, sustainable food systems.

MSU is an affirmative-action, equal-opportunity employer and is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities. Michigan State University employment opportunities are open to eligible/qualified persons without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status.