



Intertribal Agriculture Council

1732 Fordem Avenue, Madison, WI 53704, (608)280-1267

May 20, 2016

Position Description: *Marketing and Sales Associate*

Background

The Intertribal Agriculture Council, a national 501c3 non-profit, is seeking a part-time staff position in its Madison office to coordinate marketing, sales, and administration. This position will oversee the regional office administration and will coordinate operations for the Mobile Farmers Market, an innovative approach to addressing food access issues in Native communities while simultaneously supporting American Indian food producers. The Marketing and Sales Associate reports the Technical Assistance Specialist for the Great Lakes Region, which includes Wisconsin, Minnesota, Michigan, and Iowa.

Responsibilities

- Manage the Intertribal Agriculture Council's Madison office. Regular activities include scheduling, updating contact databases, maintaining QuickBooks accounting files, and assist in opening the distribution center
- Coordinate preparations and logistics for farmers markets and special events, including the Orton Park Festival and Taste of Madison
- Lead marketing, sales, and distribution efforts in the Madison area for wild rice as part of the Buy Local, Buy Wisconsin grant, and oversee distribution for the regional TSA (Tribally Supported Agriculture) project
- Expand connections with Slow Food UW, Madison College's culinary arts program, and other relevant organizations

Skills and Qualifications

- Proven ability to work independently
- Background in business administration, marketing, and/or non-profit management with experience working with American Indian communities is preferred
- Strong organizational skills

Benefits and Compensation

- \$12-15/hour at approximately 10-20 hours per week. Fringe benefits are not included
- Opportunity to positively impact Native foods and agriculture

Please Submit Applications To:

Dan Cornelius
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IAC/USDA Technical Assistance Network
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(608)280-1267