

**Job Title: Local Food Production Assessment Consultant**

**Lead organization: San Juan Islands Agricultural Guild**

**Applications due: November 6, 2015**

**Contract timeline: November 2015 through September 2016**

The San Juan Islands Agricultural Guild, (Ag Guild) in collaboration with the Agricultural Resources Committee of SJC (ARC), the Northwest Agricultural Business Center (NABC), and the Orcas Food Co-op, have received a United States Department of Agriculture (USDA) Local Food Production and Promotion grant to increase production and sales of foods produced in San Juan County by undertaking a feasibility study and business plan for a San Juan Islands food hub.

To accomplish this end, the Ag Guild is seeking a consultant to assess the infrastructure needs of farms and local food-related businesses in SJC, to assess options for infrastructure development on three islands, to identify food distribution needs both interisland and to/from the mainland, and to prepare a business plan for implementation of a food hub and distribution system based on the results of the assessments.

**Project Objectives:**

- Objective 1: Develop a business plan for the San Juan Islands Food Hub
- Objective 2: Engage producer and buyer community to support the food hub
- Objective 3: Engage broader stakeholders, such as freight companies, retailers, restaurants, institutions, schools, Washington State Ferries
- Objective 4: Explore solutions for distribution logistics both inter-island and to/from islands to mainland
- Objective 5: Define strategies for food hub infrastructure development
- Objective 6: Provide access to local and regional markets for local farmers
- Objective 7: Support San Juan Islands businesses that are part of the local food system

**Consultant Work Tasks:**

**Task #1 Needs Assessment:** Collect all existing relevant information pertaining to food hub development in San Juan County. Plan and conduct surveys to define specific requirements of producers and buyers. Organize and conduct interviews with key stakeholders (i.e., farms, food processors, and food purveyors). Meet monthly or more often as needed with Project Team to evaluate needs, timeline, stakeholders, and tasks. Oct 2015 – Dec 2015

**Task #2 Listening sessions:** Coordinate and conduct three public outreach sessions (one on each major island) to further understand local food system needs. Information from the needs assessment will be used as the basis for developing session agendas. Meet monthly or more often as needed with Project Team to report on and evaluate progress. Dec 2015 – Feb 2016

**Task #3 Create draft business plan.** Prepare document for dissemination to

stakeholders. Meet monthly or more often as needed with Project Team to report on and evaluate progress. Nov 2015 – Mar 2016

**Task #4 Present draft business plan.** Plan, coordinate, and conduct three outreach sessions (one on each major island) to present the draft business plan. Participate in other public gatherings to provide outreach. Meet monthly or more often as needed with Project Team to report on and evaluate progress. Oct 2015 – Apr 2016

**Task #5 Finalize business plan.** Obtain feedback from stakeholders to incorporate in final business plan. Incorporate feedback from stakeholders and general public in final version of business plan. Meet monthly with Project Team or more often as necessary to report on and evaluate progress. Apr 2016 – Sep 2016

**Task #6 Report results to USDA.** Collect and analyze performance data and results, and compile and prepare grant reports to the USDA. Mar 2016 – Sep 2016.

**Qualifications:**

- Self motivated and able to work independently
- Track record of successful contract work and providing deliverables on schedule
- Ability to work effectively as part of collaborative team
- Ability to conduct relevant outreach and interviews
- Familiarity with the San Juan County local food and agricultural network, including farms and businesses that source local foods
- Commitment to strengthening San Juan County's local food system
- Ability to develop an effective business plan to guide implementation of the food hub and to support future grant proposals
- Commitment to work on project for duration of grant

Ability to start work immediately is preferred. Must have own transportation and the ability to meet with stakeholders on different islands in a timely manner.

Reports to: Peggy Bill, ARC Coordinator

Compensation: \$30/hr for ~ 14 hrs/week (work load will vary depending on tasks and deliverables)

Submit resume, cover letter and contact information for three references to  
SJI Agricultural Guild, PO Box 1945, Friday Harbor, WA 98250  
ATTN: LFPP