

Rural Grocery Initiative Seeks Student Employee

About

The Rural Grocery Initiative (RGI), housed within K-State Research and Extension, provides resources to help sustain and enhance locally owned rural grocery stores and improve access to healthy foods. RGI is a partner with the Kansas Healthy Food Initiative which seeks to improve access to healthy food in low-resource and underserved areas of Kansas at the retail level. To learn more, visit www.ruralgrocery.org.

Description of job responsibilities

RGI is seeking a part-time student employee to help advance the mission of the program. The student employee will support projects related to rural food access, rural grocery stores, and community vitality and work with a variety of faculty, staff, students, community and business leaders.

Primary Tasks

Writing & Research

- Write and design case studies, fact sheets, and other informational documents
- Assist with interviews, surveys, and other forms of primary data collection
- Gather data from secondary sources, including journal articles, government publications, databases, etc.
- Transcribe interviews

Additional Tasks

Provide team support as needed, including:

- Support events held by RGI, including webinars and the National Rural Grocery Summit
- Manage internal database
- Conduct demographic research
- Draft social media posts
- Prepare materials for workshops, trainings, meetings, and other events
- Take meeting notes

Qualifications - Required

- Strong writing skills
- Time management to meet deadlines
- Attention to detail
- Ability to work independently, identify problems, and find solutions
- Ability to work with others
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

Qualifications - Preferred

- Experience and/or interest in rural food access and healthy food access
- Experience and/or interest in qualitative research methods
- Experience and/or interest in Adobe products (InDesign, Photoshop, etc.)

Start Date: This position starts in Spring Semester 2022 and may be extended depending on performance.

Hours: 10 – 15 hours per week

Hourly Rate: \$10/hour

Deadline: **January 31, 2021**

Submit resume, names of three professional references, one writing sample, and cover letter on [Handshake](#), or email materials to rgi@ksu.edu.

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