

# Rural Grocery Initiative Seeks Student Employee

## About the Rural Grocery Initiative

Rural grocery stores are anchor businesses in rural communities: they provide critical access to healthy food, offer significant economic benefits, and serve as gathering spaces where community members can connect. As such, the loss of rural grocery stores threatens not only the health of local citizens, but also the very existence of rural communities.

In 2007, the Rural Grocery Initiative (RGI) was established to help address the loss of rural grocery stores. Housed within K-State Research and Extension, RGI aims to sustain locally owned rural grocery stores to enhance community vitality and improve access to healthy foods. It does so by identifying, developing, and sharing resources that support grocers and rural communities.

To learn more, visit [www.ruralgrocery.org](http://www.ruralgrocery.org).

## Position Description

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, students, community stakeholders, and business leaders.

Job responsibilities include:

- 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
- Team support
  - 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)
- Must be enrolled in at least 6 credits hours each semester to be eligible for this position

**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 Fall Semester 2022 and may be extended depending on performance.

**Hours:** 10 – 15 hours per week

**Hourly Rate:** \$13/hour

**Deadline:** Position open until filled. For best consideration, apply by August 12, 2022.

Submit cover letter and resume, through Handshake, or email cover letter and resume to [rgi@ksu.edu](mailto:rgi@ksu.edu).

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