

Rural Grocery Initiative Seeks Student Employee

About the Rural Grocery Initiative

Rural grocery stores are anchor institutions 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.

Position Description

RGI is seeking a part-time student employee to help advance the mission of the initiative. 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. This position is eligible for a remote or hybrid work environment and will include regular meetings with a remote supervisor. The successful candidate will need to use their personal computer or can use RGI's on-campus office space and computer.

Job Responsibilities:

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

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 the Spring 2024 semester and may be extended beyond the spring semester depending on performance.

Hours: 12 – 15 hours per week

Hourly Rate: \$15.00 per hour

To Apply: Submit a cover letter, resume, and three professional references by email to rgi@ksu.edu.

Deadline: For best consideration, apply by 11:59 PM Central on January 15, 2024.

Contact: Erica Blair, elblair@ksu.edu.

Kansas State University is an Affirmative Action equal opportunity employer of individuals with disabilities and Veterans and actively seeks diversity among its employees.