

Community Food Systems Outreach Specialist

This position furthers the Community Food Systems team's mission of supporting local food systems through partnerships, resources, and educational events by developing outreach materials, informational resources/events, and stakeholder relationships.



Apply online

[K-State Careers #521384](#)



Worksite

Remote within KS



Hiring salary range

\$48,000 – \$58,000



Application deadline:

April 19, 2026

About This Role

The K-State Extension Community Food Systems (CFS) team is seeking a full-time program administrator to join our team. The program administrator will advance the Community Food Systems team's mission of supporting local food systems through partnerships, educational resources and events, and food business development.

Key Responsibilities:

Lead outreach and promotion for the CFS team

- Develop and implement a comprehensive marketing strategy. This will include managing newsletters, social media, websites, mailings, photos and videos, etc.
- Generate referrals by representing the CFS team at events across Kansas.
- Track and report outreach and program impact.

Develop informational resources

- Research, write, design, and publish resources (i.e., fact sheets, case studies, and other written publications.)
- Review and update existing resources.

Coordinate and manage events

- Provide support for event planning, logistics coordination, and day-of duties for in-person and virtual events.

Manage partner and stakeholder relationships

- Build relationships with rural grocers, distributors, city and county commissioners, economic developers, extension personnel, academics, funders, and other food access practitioners and stakeholders.
- Communicate with a variety of audiences effectively and appropriately.
- Represent K-State Extension and the CFS team to the public.

This is a grant-funded position. The continuation of the position is contingent upon continuing availability of funding and need for these services.

What You'll Need to Succeed

Minimum requirements:

- High school diploma (or equivalent).
- Five years of relevant experience (e.g., food systems, outreach, marketing and communications, program implementation). Requirements may be met through a combination of work experience and education.*
- Valid driver's license.

**K-State uses a 1:1 ratio when evaluating minimum education/experience requirements, meaning one year of formal education beyond high school is considered equivalent to one year of relevant work experience, and vice versa.*

Preferred qualifications:

Education and Experience:

- Experience in writing, graphic design and/or public relations
- Education or experience in agricultural communications, including marketing for farm and food businesses
- Project experience with food systems (local growers, farmers markets, rural grocery stores, food hubs or other relevant food system contexts)
- Experience with Adobe Suite, photography and/or videography experience and other related tools
- Evidence of success in project management
- Prior experience reporting program or economic impact

Skills and Attributes:

- Excellent verbal and written communication skills
- Collaboration skills, as evidenced by building and maintaining positive relationships with colleagues, partners, and groups, both in-person and remotely
- Self-motivation and the ability to work with minimal supervision while balancing multiple projects
- Adaptability and commitment to continuous improvement through evolving circumstances and objectives
- Interest in or understanding of agriculture, rural communities, and farmer-led initiatives

Additional role information:

- Regular travel within Kansas will be necessary to fulfill this position's primary responsibilities. Must have reliable transportation and maintain own vehicle proof of insurance as necessary by law. Occasional overnight travel will be required for training events and professional development. Reimbursement for travel and subsistence related to achieving program objectives will be provided.

Sponsorship eligibility:

- Candidates must be legally authorized to work in the U.S. on an ongoing basis without sponsorship.

About Us

K-State Extension is a short name for the Kansas State University Cooperative Extension Service. Our system is designed to generate and distribute useful knowledge for the well-being of Kansans. We are a partnership between Kansas State University and federal, state, and county governments. We have extension offices in every Kansas county. Learn more at extension.k-state.edu.

The **K-State Extension Community Food Systems (CFS) team** supports and coordinates work across the state related to local food capacity building and coordination, partnership building, and food business development. The CFS team works alongside K-State Extension's Local Foods Transdisciplinary Team to equip the extension system with tools to support the Kansas Local Food System. Visit the [Kansas Local Foods website](#).

Worksite Options

This position is **hybrid and/or remote work eligible**. Work may be (a) performed fully in a remote capacity, (b) performed on-site on employer premises or at designated assignment locations, or (c) performed in a hybrid remote/on-site work capacity.

This position will require regular travel throughout the state of Kansas. Reimbursement for travel and subsistence related to achieving program objectives including either use of an association provided vehicle or mileage reimbursement will be provided. Preference will be given to candidates who reside (or commit to reside) in KS.

All employees must reside in the United States when they begin working to comply with state law. K-State is unable to provide remote or hybrid work opportunities for residents of the state of Idaho.

How to Apply

Apply online for [K-State Careers #521384](#) or visit extension.ksu.edu/about/careers.

Search timeline:

Application deadline: **April 19, 2026**

You will be asked to submit the following:

- A **resume**
- A **cover letter**
- Contact information for **three professional references**.
- First-round interviews will be held on April 23 via Zoom. Selected candidates will be notified via email on April 20.
- Second-round interviews will be held April 28 via Zoom.

Salary and Benefits

Anticipated hiring range: \$48,000–\$58,000 annually.

This position is **benefits eligible**. Full-time benefits include: health insurance, life insurance, retirement plans, tuition assistance program, paid time off-vacation, sick and holidays. To learn more visit: k-state.edu/hr/benefits.

Contact us

To learn more about this role, contact Rial Carver at rtcarter@ksu.edu.

K-State Employment Policies

Why join us:

Kansas State University offers a supportive and inclusive community, dedicated to your professional growth. While specific benefits may vary by position, many roles come with comprehensive packages that support your well-being and work-life balance, including health and life insurance, retirement plans, and generous paid time off. To learn more about benefits that are available for various positions, visit our [benefits overview page](#).

Work authorization:

Applicants must be currently authorized to work in the United States at the time of employment.

Equal Employment Opportunity:

Kansas State University is an Equal Opportunity Employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, disability or status as a protected veteran.

Remote and hybrid work options:

Some positions are eligible for remote or hybrid working arrangements. An employee who is working in a remote or hybrid capacity for K-State must reside within the United States in order to comply with all federal and state laws, filings, or tax requirements. Remote and hybrid work arrangements are not available for anyone who resides in the state of Idaho.

Relocation to Kansas:

Kansas participates in the [MakeMyMove program](#), which connects eligible newcomers with participating communities offering financial incentives, housing support, and local perks to help make your move easier and more rewarding. If relocating from outside of Kansas you can visit the site to apply for the program incentives.

Background screening statement:

Upon acceptance of a contingent offer of employment, a candidate may be subject to a background check per [K-State's background check policy](#).

Interview preferences:

Kansas State University honors interview preferences for qualified applicants who are veterans or individuals with disabilities. Eligible applicants who meet the minimum qualifications, submit all required application materials, and submit required preference documentation by the closing date on the job advertisement will be granted a first-level interview.

The disability and veteran interview preferences do not apply to student employment positions, temporary positions, athletics positions, academic and administrative department heads, positions that require licensure as a physician, and positions that require that the employee be admitted to practice law in Kansas.

To learn more about interview preferences at K-State, please visit our [Interview Preferences page](#).
