



Food Production Coordinator Job Description

JOB SUMMARY:

The primary duties of the Food Production Coordinator include maintaining The Hunger Coalition's annual planting, infrastructure and maintenance plan. S/he must be personable, flexible, and highly organized, with good computer and communication skills. S/he reports directly to the Food Production Manager and will adhere to policies established by the Board of Directors as well as to the organization's goals and objectives.

QUALIFICATIONS:

Should have a minimum of a high school diploma. Bachelor's degree and previous experience in educational or non-profit settings preferred.

Must work well with persons of varied sexual preference, racial, ethnic, cultural, socioeconomic backgrounds, and with individuals who are differently-abled.

Must have a demonstrated commitment to social justice and/or community service through previous employment and/or volunteer experience.

Should have experience with organic food production, preferably within a similar climate, and preferably demonstrating crop planning experience and crew management.

Must be able to work in the field including hard, repetitive physical work in extreme weather conditions.

Must demonstrate good verbal and written communication skills and have the ability to organize & direct diverse people. Bi-lingual fluency (Spanish/English) preferred.

Must have strong administrative skills, be highly organized, motivated and remain flexible under pressure. Attention to detail and ability to organize and set priorities a must.

Must be able to pass a national background check and be current in First Aid/CPR or able to obtain certification.

DUTIES & RESPONSIBILITIES:

Work with volunteers, Hunger Coalition clients, and other groups to implement Food Production programs.

Maintain food production infrastructure and landscape with the help of interns and volunteers. Provide supervision of volunteers as needed.

Work with Food Production Manager to develop and maintain field plans, encompassing crop planning, fertility management, cultivation, seed ordering, material acquisition, and more, for seasonal growing periods (March – November).

Develop and maintain a post-harvest handling plan with Food Production Manager, including systems for cleaning, bagging, supply management, and distribution.

Participate in infrastructure planning, creation and maintenance with Food Production Manager including irrigation planning and implementation, fertility/compost production, maintenance and monitoring of game fencing.

Develop and maintain systems with Food Production manager to ensure property maintenance at all times.

Insect and weed control, fertility monitoring and general field observation.

Be responsible for the maintenance and safety of all tools and other resources related to Food Production.

Solicit donations for materials. Work with the Food Production Manager on finding resources.

Know the Food Production budgets and ensure that any expenditures are approved and fit within the budget. If needs arise that are outside of the budget, gain approval from the Food Production Manager prior to any expenditures.

Provide physical labor to fill in the gaps between volunteers, clean-up after groups, or other times where labor is needed.

Coordinate produce needs with Food Production manager to plan weekly harvest schedule to meet distribution needs. Participate in harvest, storage, delivery of food to appropriate programs/markets.

Solicit input from clients, volunteers and others to consider additional market-based approaches to further empower our community.

Conduct end of season analysis with Food Production manager for future direction of Food Production involving key stakeholders.

Community Education

Work with events committee, clients and volunteers to organize harvest festival at Farm or Hope Garden as fundraising/awareness event for The Hunger Coalition.

Volunteer Coordination

Work with Food Production Manager to organize volunteers into manageable shifts.

Ensure all volunteers have adequate training to help in at sites without damaging or reducing production.

Work with Food Production Manager to provide systems to ensure volunteer accountability and responsibility for their designated shifts/areas. Follow-up with Food Production Manager regarding any volunteers or clients who fail to meet their agreed upon responsibilities.

Work with Food Production Manager to design and implement an appreciation program for volunteers to keep people involved and motivated.

HOURS:

This is a temporary, seasonal position. 40 hours per week, hours & days to be determined. March 15 – October 28. One weekend day a week may be necessary.

SALARY:

\$16 hour.

BENEFITS:

Benefits include flexible, fun workplace with great team environment; statutory benefits, including social security, workers compensation, and state unemployment insurance. Specialized training as needed. Employee farm food allowance.

The Hunger Coalition is an equal opportunity employer and service provider.

Interested individuals can send resume, cover letter and three references to info@thehungercoalition.org .