



URBAN TREE CONNECTION

4159 W. Girard Avenue
Philadelphia, PA 19104

Urban Tree Connection (UTC)'s mission is to work with residents in Philadelphia's historically marginalized urban communities to transform abandoned open spaces into safe and functional places that inspire and promote positive human interaction.

Job title	Community Food Distribution Coordinator	Department	Farms
Reports to	Farm Manager	Status	Seasonal-Part Time Position \$13/Hour, April-Mid November (2019)

Position Summary

The Community Food Distribution Coordinator's role is to support the growth of UTC's community farmer's markets, and CSA program with the support of the Farm Manager and farm team. The Community Food Distribution Coordinator will coordinate all food distribution programming, lead the packaging process, and support in the training/mentorship of youth, community residents, and volunteers in the food distribution program. The Food Distribution Coordinator will equip and support the operations of the markets and CSA's; coordinate marketing and outreach with the support of the Farm Manager; manage data collection, record keeping and evaluation of the program, and provide assistance with harvesting, packaging and preparing produce for markets.

Duties and Responsibilities

- ❖ Manage all aspects of food distribution programming in alignment with UTC's mission, values and forward vision. Support and carry out the organizational strategy.
- ❖ Execute Neighborhood Foods Farm's local distribution and outreach plan for CSA's, markets, donations/fundraising.
- ❖ Support community market managers with running farmers markets by modeling proper procedures, upholding the market standards, and helping with set up and break down, customer relations and record keeping and offering technical support when necessary.
- ❖ Manage Food Waste through our local food pantries partners and other free distribution sites.
- ❖ Support Farm Manager in recruiting community members to develop into distribution leaders.
- ❖ Implement marketing and outreach plan with Farm Manager and youth apprentices to launch farmers markets/CSA's and build/sustain a client base; ensure residents are aware of the presence and benefits of community run markets.
- ❖ Follow protocol for proper food safety & packaging procedures for leading packaging process and harvest and packaging trainings, accurate record keeping including: recording harvest and packaging logs, cooler temperature and cleaning compliances, sales logs, CSA distribution logs, inventory etc. along with the farm manager.
- ❖ Implement fundraising strategies for community markets and maintain momentum to achieve projected market goals for the season.
- ❖ Follow proper protocol for transporting food, supporting market managers, leading the packaging process on harvest days for food distribution & cooler safety and sanitation with the farm manager.
- ❖ Maintaining relationships with our current partnering farmers and local producers to sell their wares at the markets (including local residents who produce value-added products such as jams, jellies, dried herbs, etc.) picking up produce from their distribution points and coordinating the receiving of their goods at our farm in cooperation with UTC's Farm Manager.
- ❖ Support in the supervising, mentoring and skill development of youth apprentices with support of Farm Manager.



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- ❖ Manage and prepare low-income CSA orders and pick-ups for community including produce ordering, inventory recordkeeping and delivering with Farm Manager's guidance and support.
- ❖ Attend UTC organizational and partner meetings, events; and professional/personal development trainings as required.

Qualifications

Education: High School or GED equivalency. Some college or Bachelor's degree preferred.

Experience: A minimum of 2 years of experience running a Farmer's market or farm stand, Community Supported Agriculture shares, working in local food systems and/or experience in small business operations/management.

- ❖ Knowledge of sustainable agriculture and/or experience farming, gardening is a plus.
- ❖ Experience working in urban communities and communities of color, and demonstration of being able to build relationships with residents.
- ❖ Experience with youth development, education or mentorship;

Specialized knowledge:

- ❖ Sustainable Agriculture and Managing Farmer's Markets/Food distribution programs.

Skills & Abilities:

- ❖ Ability to manage and delegate tasks.
- ❖ Ability to develop strong relationships with community residents, young people, and community based organizations.
- ❖ Possess strong communication and problem solving skills; is self-directed; disciplined and manages time well.
- ❖ Ability to work in a physically demanding environment while modeling endurance and positivity.
- ❖ Computer Literacy: proficient in Microsoft Office Word, Excel, Outlook; use of internet.

Other characteristics:

- ❖ Commitment to justice and equality, respect for people of all cultures and backgrounds.
- ❖ Open to personal growth and new experiences.
- ❖ Demonstrate a passion for working with youth and community members.
- ❖ Committed to achieving and attaining seasonal goals(sales goals, community growth goals)

Requirements:

- ❖ Must be able to pass all required background checks and clearances required by UTC to work with youth.
- ❖ Must have a driver's license and a clean driving record, and ability to drive a large truck.

Working conditions

This is a seasonal, part-time position and will require a high level of flexibility in scheduling during the growing season. Early morning, evening, and weekend work is required. We work in a shared office space as well as in outdoor urban environments in all weather conditions.

UTC is an equal opportunity, affirmative action employer. People of color, women, working class people, lesbian/gay/bisexual/transgender, and people with disabilities are strongly encouraged to apply.

Interested candidates should submit a resume and cover letter to nykisha@urbantreeconnection.org by March 15th, 2019, with the subject line 'Community Food Distribution Coordinator Position'.