



Job Title: Farm Stand Coordinator
Start Date: Immediately
Reports to: Director of Urban Agriculture and Food Initiatives

Organization Description

Greater Newark Conservancy fosters collaboration in our community at the intersection of environmental, food, and racial justice to promote the health and wellbeing of Newark residents. Our programs work to reverse the long history of systemic racism to improve social determinants of health by expanding access to green spaces, nutritious food, wellness education, and youth development. We envision Newark and its surrounding communities with universal and equitable access to nutritious food and a green, resilient, sustainable, and healthy urban environment for living, work, and recreation.

Position Description

Greater Newark Conservancy connects residents to healthy food options through the operation of a mobile farm stand that sells fresh, locally grown fruits and vegetables at various locations throughout Newark, NJ and its surrounding communities. In the upcoming seasons, the Farm Stand program will expand to incorporate at least two open-air farmers' markets per month.

We are seeking a reliable, self-guided, and motivated individual to support programming in various areas related to community engagement, food access, food production, food marketing, and food distribution throughout Newark, NJ. Primarily, the Coordinator will execute every aspect of the farm stand operation, from harvesting fresh produce at the 3-acre Hawthorne Avenue Farm and/or hydroponic greenhouse to tabling in-person farm stands and interacting positively with customers to collaborating with partner organizations to donate surplus produce. Applicants for this position should be interested in improving food access conditions and engaging community members in healthy eating and lifestyle choices. The ideal candidate will have strong relationships with communities in Newark.

The Coordinator will have a regular schedule of 40 hours per week with some evening and weekend hours required. Applicants should be prepared to maintain a consistent work schedule and be comfortable working in various outdoor conditions.

Primary Program and Field Work Responsibilities

- Keep accurate records of all Farm Stand activities, including daily produce inventory, budgets, sales records, accounts receivable & other financial records, evaluations, customer surveys and suggestions, pounds of produce harvested, sold, and composted and management of the customers relationship management system (CRM).
- Research and implement best practices for farm stands and refine existing procedures.
- In conjunction with the Hawthorne Avenue Farm team, ensure the availability of produce and/or procure additional produce as necessary. Including but not limited to coordination and management of produce post-harvest processing, harvest data collection and inventory management.

- Seek out and plan community food distribution opportunities to include senior and/or low-income housing areas, collaborations with community organization, community events etc.
- Maintain professional look and appeal of Farm Stand, organize and maintain farm stand equipment, etc.
- Follow all documented guidelines, procedures, and checklists for Farm Stand operations, and recommend new or improved systems as necessary
- Transport supplies and produce to farm stands within Newark and surrounding communities
- Act as an ambassador of Greater Newark Conservancy at various public events and be prepared to talk with customers about Greater Newark Conservancy's mission

Secondary Program and Field Work Responsibilities

- Participate in basic farming activities, including but not limited to working with chickens and bees, harvesting, planting, seeding, mulching and prepping beds and rows
- Assist with planning, production, and maintenance of crops, in addition to other projects at the Hawthorne Avenue Farm or within the hydroponic greenhouse
- Supervise and evaluate performance of college and high school interns participating in the farm stand program
- Assist in planning and facilitation of community programs and events at local urban farms and community gardens
- Other responsibilities as they arise

Qualifications

- BA/BS or work equivalent
- Commitment to racial, environmental, and food justice
- Ability to organize and maintain detailed records
- Strong writing, communication, and computer (Google suite, Microsoft suite, virtual platforms- Zoom, WebEx) skills
- Strong people management, interpersonal, and supervisory skills
- Able to work outdoors and perform gardening, farming, harvesting, and other tasks
- Knowledge/experience in horticulture, urban agriculture or environmental education preferred
- Knowledge of Spanish and/or Portuguese preferred
- Valid driver's license and clean driving record required

Compensation: The salary range for this position \$36-40,000 per year plus benefits

To Apply: Send a resume *and* cover letter to Michele Robinson at mrobinson@citybloom.org
In the subject line of your email, indicate that you are applying for the *Farm Stand Coordinator* position.