PROCUREMENT & LOGISTICS COORDINATOR

We are currently recruiting a creative, motivated and experienced individual who is exceptionally talented at multi-tasking programmatic and administrative tasks and has the focus to handle complex and challenging responsibilities, including the ability to build relationships with community-based Farm Share and Institutional partners. Strong interpersonal skills are needed for this position, as well as the ability to self-start and work independently as well as working well in teams. A strong interest in food sovereignty, racial equity, supply chains and working with communities is essential to a candidate’s success in this position.

BACKGROUND

In 2009, Vina Perez invested $10,000 in Corbin Hill Road Farm. She did so with the savings that was patiently accumulated for a down payment on the house she had dreamed of finally owning. In making this choice, Vina joined 11 other ordinary people trying to do something extraordinary -- provide fresh food to those that need it most. The group reflected the community it would serve, with Blacks and Latinas comprising 72%, immigrants, 64% and women 51%. Many had grown up with home gardens. Among the immigrants, there were childhood experiences of gardening on communal land from which they harvested fruits and vegetables that were being grown organically, they realized in retrospect.

Since inception, Corbin Hill has grown its farmer network from four to 200 and produces honey on the farm. In the last two years, 160,000 Farm Shares were distributed throughout New York City, with 60 percent of our sites serving households living 200 percent below the poverty level.

POSITION SUMMARY

The Logistics Coordinator is responsible for procurement of high-quality food for all CHFP programs. In addition to procurement, the Logistics Coordinator will coordinate with supply partners and the CHFP team to ensure appropriate and timely delivery of food. It is expected that he / she will work with existing partners and work to identify new supply partners that are in line with CHFP’s values. Additionally, the Logistics Coordinator will be responsible for providing weekly financial performance reports for both Farm Share and Institutional programs. This is a data driven position that requires a strong understanding of food pricing models, how to utilize Excel / Google Sheets formulas and basic finance. CHFP is a small team so it is expected that all staff members actively contribute to problem-solving and idea sharing.

MAJOR RESPONSIBILITIES

- Work with supply partners and CHFP to problem solve logistics challenges and resolve issues as they occur.
- Maintain weekly detailed financial reports, which include statements of profit and loss and sales records among others.
- Process purchase orders and invoice customers in a timely fashion.
- Identify new suppliers and producers that align with CHFP values.
- Coordinate orders and deliveries with customers and suppliers for all CHFP programs.

Updated September 20, 2019
Farm Share

- Curate Farm Shares based on availability, price, and individual site culture and preferences.
- Coordinate with Farm Share suppliers to place orders and ensure deliveries are received in a timely fashion.
- Maintain and improve Ordering Tools in Google Sheets in partnership with our custom software engineer.

Institutional

- Maintain current institutional partnerships.
- Re-design a more sustainable wholesale ordering process that allows updated pricing lists to be more accessible to customers.
- Perform other duties as necessary and (or) assigned.

QUALIFICATIONS AND BACKGROUND

EDUCATION
Minimum BA/BS in food systems, agriculture, business, environmental science or studies or policy, economics, political science, anthropology, or related fields.

EXPERIENCE
At least three years of related experience including:

- Working in food systems
- Working in logistics and/or procurement
- Working within socially and economically vulnerable communities
- Experience working with Excel for financial reporting purposes.

KNOWLEDGE / SKILLS / ABILITIES

- Desire and commitment to make this innovative social enterprise successful
- Knowledge of seasonal produce, and pricing (specific to northeast region). Knowledge of local (NY-region) food space; farmers, producers, distributors, etc.
- Working knowledge of NYC neighborhoods and truck routes
- Intermediate to advanced knowledge of Microsoft Office platform (i.e. Excel, Word) and Google platform (i.e. Google drive, Google docs, sheets, etc.)
- Familiarity with Quickbooks Online
- Understanding and experience with business/sales accounting (P/L, creating margins, etc.)
- Ability to work well independently and in teams
- Excellent communication skills (written and oral)
- Professional demeanor and ability to prioritize responsibilities and function effectively during stressful or busy periods.
- Excellent organizational and information management with strong attention to detail and accuracy
- Takes initiative, self-starter, and self-directed in conjunction as well as the ability to work effectively in a team

Updated September 20, 2019
Process-oriented with a strong ability to build efficient systems for data and information management

Detail-oriented and organized, with ability to create and track large numbers of data that are utilized as part of our financial decision-making process

Ability to meet deadlines and manage multiple concurrent tasks.

COMPENSATION
This is a full-time position and the salary range is $50,000 - $60,000, dependent on experience. Benefits include an employer sponsored health insurance program, dental insurance, worker’s compensation, disability insurance, generous vacation time, sick leave and a complimentary weekly Farm Share.

HOW TO APPLY
Please submit a resume and cover letter addressing how your background makes you a good fit for this position. Applications are due by October 6, 2019. Please email your application in a single PDF document to admin@corbinhillfarm.com with the subject line “Logistics and Procurement Coordinator”.

EOE STATEMENT
We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, caste, tribe, age (40 or older), disability status, protected veteran status or any other characteristic protected by law.

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