SITE COORDINATOR

Strong interpersonal, organizational and communication skills are needed for this position, as well as the ability to be flexible, self-start and work independently. As this position will involve the distribution of fresh produce, the ability to lift heavy boxes of 50 lbs is required. Someone in this position must be comfortable working with technology and working in a fast-paced environment. As a result of social distancing rules, Corbin Hill has moved to a grab and go model meaning that all Farm Shares will be pre-packed. You will be responsible for ensuring that all shares are packed prior to the start of the distribution. Currently, each site is packing roughly 150 bags.

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.

Corbin Hill as a social enterprise is driven by values of sovereignty, racial equity and shifting power. 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. More recently Corbin Hill has been part of the City’s Good Food program distributing up to 4,000 emergency food boxes per week in addition to operating its regular Farm Share and institutional partners.

POSITION SUMMARY

Reporting to the Farm Share Manager, the Site Coordinator will manage distribution at one or more of our Farm Share locations. During distribution, the Site Coordinator will act as the primary Corbin Hill representative to site Shareholders and should be comfortable talking about Corbin Hill and the Farm Share program. In addition to facilitating Farm Share distribution, Site Coordinators are responsible for recruiting new Shareholders at their site. This is a perfect position for those who are passionate about working in food systems and with communities. Key responsibilities include the following:

- **Manage the logistics of distributions** — including set-up, break down, arranging and displaying produce and other products, and assisting Shareholders collect their items.
- **Packing Farm Share bags** - As a result of social distancing rules, Corbin Hill has moved to a grab and go model meaning that all Farm Shares will be pre-packed. You will be responsible for ensuring that all shares are packed prior to the start of the distribution.
- **Manage shareholders’ accounts** — using tablets provided by Corbin Hill, you will be able to have access to Farmigo software, collecting payments and recording information in an accurate manner.
- **Reports** - all the reports need to be done right after the distribution ends.
- **Members Engagement** — Create a warm and engaging community at site by building
connections with Shareholders — including learning each Shareholder’s name and background, collecting information on their experiences, tastes and preferences (via conversation, surveys, etc.). Review the weekly distribution list and offer recipes weekly to shareholders.

- **Community Engagement** — Be knowledgeable about events in the surrounding community such as; festivals, flyering, local media and blogs, community board meetings, presentations, contact with like-minded organizations, etc. Act as liaison between Corbin Hill and site host organization.

**KEY QUALIFICATIONS**

- Outgoing, friendly, superb interpersonal skills (both written and verbal)
- Comfortable managing difficult or frustrating situations with Shareholders.
- Comfortable with technology. A tablet is used to manage distributions and the site coordinator will have to interact with a google spreadsheet and the Farm Share management software system.
- Experience in customer service industries is helpful.
- A strong interest in local food systems, food justice, social justice, social entrepreneurship, health disparities, public health, and nutrition.
- Comfortable working independently in unstructured environments; able to multi-task and functions well under pressure
- Basic Spanish conversation skills strongly preferred; Cantonese, French and Bengali also a plus.
- Able to lift boxes up to 25 pounds and stand for long periods of time
- Basic knowledge (or willingness to learn) about regional agricultural practices
- Being able to work in a different weather conditions (Hot and rain days during the summer)

**SCHEDULE**

We are looking for someone to fill the following shifts. Please indicate in your application which shifts you are interested in, either one or both.

- Tuesdays from 10:30am - 5pm at Riverside Church, 91 Claremont Avenue
- Wednesdays from 11am - 6pm at Brotherhood Sister Sol, 143rd & Hamilton Place

In addition to these hours, there are weekly 30 minute check-ins that take place over the phone on Monday afternoons.

**COMPENSATION**

This is a part-time position with starting pay at $16 / hour and a complimentary weekly Farm Share.

**HOW TO APPLY**

Please submit a resume and cover letter addressing your interest in the position and how your background makes you a good fit for this position. Applications will be reviewed on a rolling basis with a final deadline to apply by September 4, 2020. Please email your application in a single PDF document to admin@corbinhillfarm.com with the subject line “Site 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.