BACKGROUND

Corbin Hill Food Project:
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. For more details about Corbin Hill and its work, please see “About Corbin Hill Food Project.”

POSITION SUMMARY

We are seeking an individual with strong interpersonal, organizational and communication skills as well as the ability to be flexible and work independently. We see this as a position in which someone can learn and grow in meeting the food insecurity needs of our community. The position will allow the individual to gather the experiences to better understand the needs of a community and the importance of food as a right. It will also be an opportunity to observe, interact with Shareholders.

Besides the skills described above, this position will involve the distribution of fresh produce, requiring the ability to lift boxes and bags (10lb-25lbs). The Coordinator must be comfortable working with technology in a fast-paced environment, and working outside during summer and winter months. Corbin Hill has moved to a grab and go model meaning that all Farm Shares will be pre-packed. This may change as the Spring/Summer season brings nicer weather, possibly allowing Shareholders to self-pick shares outside. You will be responsible for ensuring that all pre-packed shares have been delivered and ready for distribution.

Reporting to the Farm Share Manager, the Site Coordinator will manage distribution at one or more of our Farm Share locations. They will also be in direct contact with the director of the MWIC clinic who helps to recruit shareholders. During distribution, the Site Coordinator will act as the primary Corbin Hill representative to site Shareholders and should be comfortable talking about the Farm Share program. This is a perfect position for those who are passionate about working in food systems and low-income 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 in collecting their items.
Pre-Packed Shares – We currently use a grab and go model meaning that all Farm Shares will be pre-packed in boxes. The Coordinator will be responsible for ensuring that all shares are delivered prior to the start of the distribution.
Data Management – Record accurate shareholder information, purchasing data, and pick-up data. Complete site reports immediately after the distribution ends and share them with the Farm Share manager.

Manage Shareholders’ accounts — using tablets provided by Corbin Hill, the Coordinator will use Local Food Market software to collect new shareholder information and payments (e.g. EBT).

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, flyers, 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
- Is fully vaccinated and boosted against COVID-19
- Spanish conversational skills are a plus
- Experience working with low income and diverse communities
- Strong verbal and written communication skills
- Outgoing, friendly, superb interpersonal skills (both written and verbal)
- Must be comfortable working outside in various types of weather during the summer and winter months.
- Comfortable managing difficult or frustrating situations with Shareholders
- Comfortable with both PC, iOS technology, and GoogleSuite. 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 (Local Food Market)
- 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
- Able to lift boxes up to 10-25lb pounds and stand for long periods of time
- Basic knowledge (or willingness to learn) about regional agricultural practices

SCHEDULE
We are looking for someone to fill the following shifts at the following locations. Priority will be given to applicants who can fill all shifts so please indicate in your application which shifts you can complete.

Morrisania WIC Clinic Bronx: 1225 Gerard Ave, Bronx NY 10452
- Every other Wednesday from 11am-6pm.
  This site is the main responsibility for the position
Riverside Church: 91 Claremont Ave, New York, NY 10027
- Every Tuesday from 11am-6pm

Required Meetings:
- Bi-weekly 30-minute check-ins with the Farm Share Manager over GoogleMeet
COMPENSATION
This is a part-time position with starting pay at $18 / 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. Please email your application in a single PDF document to tammy@corbinhillfarm.com with the subject line “MWIC Site Coordinator Application”.

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.