



Position Title:	Food Access Program Manager
Job Classification:	Full Time, salaried; with benefits
Supervisor:	Executive Director
Compensation:	\$50,000 - \$54,000/year based on experience

Overview:

Nourishing the North Shore (NNS) is a small nonprofit organization based out of Newburyport, MA. Through partnerships with farmers, regional food pantries, and community members, NNS programming is working to grow and strengthen reliable channels for middle-and-low-income community members to access local produce. Our flagship program, VEGOUT, recovers and redistributes local produce to our emergency food access partners. Through VEGOUT we work within existing channels of food distribution, local farms and pantries, to increase access to local food for community members who would otherwise experience barriers. Our Farm SHARE program subsidizes CSA membership, supporting both participants and farmers, so that local low-income community members can access local CSA's with financial support and/or using SNAP/HIP dollars. NNS works to create a more effective network between social services, local farms, and community leaders. Our aim is to use these relationships to effect significant and long lasting change within our regional food system so that farms are prioritized, valued, and supported by the entire community and that all who wish to participate in consuming local food are able to do so. We envision lasting social, economic, and environmental resiliency made possible by a robust and equitable food system in our region.

Position Description:

The Program Manager will work closely with the Executive Director to effectively deliver our two core programs, VEGOUT and Farm SHARE. This requires participating in the planning, development, staffing, partnerships, and evaluation of each of our programming areas. As part of a small team, this leadership position oversees a program coordinator, leads the recruitment and management of volunteers, and provides significant hands-on support to program operation. This position has seasonal flows with programs requiring attention at different times, administrative work being done January through March and in field/program delivery work occurring from May through December.

Roles and Responsibilities:

Program Management: 75%

- VEGOUT: 50%

- Work with up to 5 farms and 6 food access partners to execute the weekly pick-up and distribution of produce. Build and strengthen these relationships. Seek additional produce from area farms on an occasional basis.
 - Oversee the operation of three weekly mobile markets, two at food pantry partners and one senior market, including volunteer recruitment and management.
 - Manage online ordering platform, maintaining produce inventory and onboarding new farms and food access partners as necessary.
 - Ensure high quality of produce, and follow safe handling practices.
 - Oversee NNS program equipment including maintaining safe operation of the NNS vehicles, being aware of any maintenance needs, and documenting fuel usage.
 - Work with farmers to increase donations of most needed produce varieties.
 - Supervise VEGOUT Coordinator, seasonal team members and volunteers.
 - Manage and track expenditures of VEGOUT program.
 - Conduct program evaluation throughout the program and develop recommendations for improvement.
- Farm SHARE: 25%
 - Oversee partnerships with 5 farms participating in the FarmSHARE program.
 - Conduct outreach and recruitment for Farm SHARE participants, around 40 families annually.
 - Communicate with participants throughout the season including providing support to participants when needed.
 - Support farms and program participants in utilizing state and federal benefits such as SNAP/HIP.
 - Create marketing materials for Farm SHARE.
 - Manage summer Senior Share Program for around 40 households, including ordering and managing distribution of produce.
 - Conduct program evaluation throughout the program and develop recommendations for improvement.

Community advocacy and general responsibilities: 25%

- Work to expand awareness of HIP and promote usage.
- Develop internal and external facing HIP campaign materials (talking points, key action steps) in collaboration with the Executive Director.
- Cultivate and maintain community partnerships in support of the NNS mission.
- Maintain regular contact with community members in order to keep in touch with issues.
- Gather community data in order to ensure program impact and understand existing community resources.
- Identify and implement creative use of social media to increase community engagement.
- Participate in community events throughout the year to promote NNS's work.
- Assist in the execution of the annual seedling sale.
- Partake in all staff meetings and organizational professional development opportunities.

- Other duties as assigned

Qualifications:

- Strong organizational skills, and understanding of complex logistics.
- Pro-active work style and excellent follow-up and follow-through skills.
- A flexible and solutions-oriented approach to challenges. Loves to create efficient systems and solve a puzzle.
- Able to adapt to change, perform multiple tasks, and work independently.
- Effective and clear verbal and written communication skills with both individuals and teams.
- Understanding of farm operations; including seasonal flows, and general challenges that farmers face in our area is preferred.
- Interest in gardening, cooking, nutrition, local food systems, sharing with others and passionate about equity in food systems.
- Enjoys working with a small dedicated team.
- Willingness to work outdoors in all weather conditions.
- Experience with physically demanding work, ability to safely lift and move 40lbs repeatedly
- Competency using Google Suite & Excel. Experience with inventory software systems such as Local Food Marketplace is a plus.
- Valid driver's license, safe driving record and a reliable means of transportation to work.

Benefits Offered: NNS is fiscally sponsored by the YWCA of Greater Newburyport. Thus, NNS employees are YWCA employees and therefore receive the same benefit opportunities. This includes 10 paid holidays, 3 weeks of paid vacation, health & dental insurance, sick and personal time off. As an employee of the YWCA, one must comply with all YWCA policies. This position will require occasional weekends for events.

To Apply: Please send an email of interest with resume, and two - three references to caitlin@nourishingthenorthshore.org.