



Farm to Pantry
Cultivating Community through Healthy Food

Farm to Pantry Job Announcement

Growing the Table Coordinator - Job Announcement - 05/07/2024

Who We Are

Farm to Pantry (F2P) was founded in 2008 to provide access to fresh, Sonoma County-grown produce to marginalized families and the underserved in our community. We do this by cultivating a community of growers and volunteers. This work of rescuing excess produce and connecting it with those facing food insecurity impacts climate change at the same time by mitigating food waste.

Farm to Pantry harvests produce on ~300 farms and backyards in Sonoma County with ~500 volunteer gleaners and shares the fruits and vegetables with over 100 community partners. We have grown to orchestrate over 1,000 gleans a year, sharing over 1 million servings of healthy produce each year with our neighbors who need it most.

Our Mission

To bring together our communities to end food injustice and reverse global warming by rescuing and sharing locally-grown food with those who have been systematically marginalized.

Our Vision

For a just food system in which everyone has access to healthy food that honors and nourishes our community and heals the planet through eliminating food waste.

We are growing to meet the needs of our community! We are looking for team members who are ready for a career with a mission-driven organization, want to be valued, have diverse experiences and skills and want to have fun! **If this sounds like you, we would love to have you join our team!**

Position Overview

As the Growing the Table Coordinator, you will play a crucial role in leading our small, strong and rapidly growing non-profit organization. Reporting directly to the Logistics & Operations Manager, a member of the team, you will have overall responsibility for ensuring the successful execution of our mission. You will collaborate and work in partnership with staff on the Growing the Table and Gleaning programs. The Growing the Table program supports small (family/women/BIPOC-owned) farmers and provides nutritious, top-quality Farm Food Boxes to underserved families on a weekly basis. The Growing the Table Coordinator is a grant-funded position until December 2024 and will be expected to execute all aspects of the program, as well as lead some of the daily gleans. Uplifting our mission, you will work with our farmers and partners, establishing efficient and effective systems and processes, and be expected to ensure a culture of respect, trust and accountability with the team and community partners.



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Primary Responsibilities

- Supervise, manage, incentivize and recruit volunteers, imparting the value and importance of the program
- Coordinate schedules and management of program calendar
- Edit, update box labels and create recipes for distribution, incorporating the week's Farm Box ingredients
- Ensure recipients participate in the government survey, extracting and repurposing meaningful data, quotes and feedback
- Tracking program data and analyzing program workflow
- Ensure schedule coverage and that boxes are successfully distributed to the appropriate partner sites
- Maintain records and manage paperwork for county and state permits and certifications, and provide necessary reporting information for funding reconciliation
- Work with multiple software platforms and digital data tracking tools
- Look for opportunities for program improvements, enhancements and creative promotion

Other Responsibilities

- Attend weekly staff meetings
- Assist with administrative tasks such as data entry, record keeping and report generation
- Represent organization at community events and coalition meetings
- Aid in the weekly gleans and distribution of produce to our partner organizations
- Additional duties as assigned

Qualifications:

- Bachelor's degree, preferred, or equivalent life/professional experience
- Exceptional written and verbal communication skills
- Creative thinking and problem-solving abilities
- Bilingual in English-Spanish preferred, compensated based on Spanish fluency
- Deep cultural competency and proven ability to interact authentically and effectively with widely diverse audiences and constituencies
- Team player, able to work well under minimal supervision and manage competing priorities and be agreeable and practical in stressful situations
- Considerate and supportive to those around you
- Detail-oriented, meticulous attention to the smallest details and detecting data errors
- Must be flexible and able to work effectively in different settings
- Must be open to and quick learner of new software programs
- Ability to work across multiple software platforms and digital tools
- Experience with website and content management is a plus
- Excellent interpersonal skills, customer service, professionalism and ability to build and maintain relationships with diverse stakeholders



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- Empathetic and people-centered but can act decisively and create systems of accountability and performance management
- Experience managing and working in a nonprofit environment, with volunteers and with the public

Additional Requirements

- Must be able to sit at a desk for a significant periods of the day
- Current valid California Driver's License, proof of insurance and the ability to drive throughout Sonoma County
- Ability to work remotely but also available to attend community events when needed
- Stay current and follow any emerging public health and safety guidelines
- Food Handlers Permit and First Aid trained - can be acquired after hire
- Ability to lift and carry 40+ pounds

Status

Part-Time (20-32 hrs), including some evenings and weekends.

Mode of Work

Hybrid (some remote, some in-person)

Compensation

- Non-exempt, \$23-\$24 hourly, depending on experience
- Generous vacation, paid holidays and sick leave
- Flexible health spending account
- Telecommunication of \$62.50 and mileage reimbursement

How to Apply: Interested candidates are invited to submit their resume and cover letter explaining why the position is of interest, sharing reasons for desiring to be part of the team and describing skills and qualifications possessed that are suitable for this position via email to director@farmtopantry.org. **Please include "Growing the Table Coordinator Application" in the subject line.** No phone calls.

Farm to Pantry is a proud equal opportunity employer supporting employer workforce diversity. Candidates representing a variety of backgrounds are encouraged to apply.