



**Farm to Pantry**  
Cultivating Community through Healthy Food

## Farm to Pantry Job Announcement

### Mason Street Coordinator & Gleaning Support - Job Announcement - 03/04/2025

#### 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 Description

As the Mason Street Coordinator & Gleaning Support, you will play a crucial role in leading our small, strong, and rapidly growing non-profit organization. Reporting directly to the Operations Director and Operations & Logistics Manager, members of the leadership team, you will have overall responsibility for ensuring the successful execution of our mission. You will collaborate and work in partnership with staff and partners on developing a crop plan, crop calendar schedule, prepping the area for planting, managing weeds, pests, setting up irrigation and rescuing food from the Mason Street Garden. You will also coordinate daily gleans (harvesting of excess produce) and lead a team of volunteers in planting, weeding and gleans, as needed. You will communicate directly with the Operations & Logistics Manager. Uplifting our mission you will work with our partners, establishing efficient and effective systems and processes and, ensuring a culture of respect, trust and accountability with the team and community partners.



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### Primary Responsibilities

- Develop crop plan and crop calendar
- Prep the area for planting, manage weeds, pests
- Set up and maintain irrigation system
- Organize and lead weekly gleans at Mason Street garden, as needed
- Supervise, manage, and recruit volunteers, as needed
- Weekly box pick-ups from Farm to Pantry office, as needed
- Rescue produce from Mason Street garden
- Weight gleaned produce and record in *Gleaning Log*
- Deliver produce and *Gleaning Log* to the Farm to Pantry office
- Maintain strong relationships and coordination with volunteers, farmers, donors, partners and recipients

### Other Responsibilities

- Attend weekly team meetings
- Assist with administrative tasks such as data entry, record keeping and report generation
- Represent organization at community and coalition meetings and events
- Capturing feedback from volunteers and recipients when possible
- Aid in the weekly gleans and the distribution of produce to our partner organizations
- Assist in vehicle/equipment/office inventory and maintenance
- Occasional weekend shifts
- Additional duties as assigned

### Qualifications:

- Associates degree in Agriculture or related fields preferred or equivalent life/Farming 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
- Be a team player, able to work well under minimal supervision, be agreeable and practical in stressful situations and able to manage competing priorities
- Healthy conflict coping skills
- Detail-oriented, paying attention to the smallest details and meticulously culling for any errors in data
- Must be flexible and able to work effectively in different settings
- Must be open to learning new software programs and have the ability to work across multiple software platforms and digital tools
- Quick learner, considerate and supportive to those around you



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- Excellent interpersonal skills, customer service, professionalism and the ability to build and maintain relationships with diverse stakeholders
- Empathetic and people-centered but can act decisively and create systems of accountability and performance management
- Experience managing and working in a non-profit environment, with volunteers and 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
- Available to attend community events when needed, following 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 (15-25 hrs), including some evenings and weekends.

### **Mode of Work**

On Site/In person

### **Compensation**

- Non-exempt, \$23-24 per hour, depending on experience
- Generous vacation, paid holidays and sick leave
- 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](mailto:director@farmtopantry.org). **Please include "Mason Street Coordinator & Gleaning Support 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.**