



FARM-TO-PANTRY MANAGER

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ABOUT JUST FOOD

Just Food's mission is to empower and support community leaders in their efforts to advocate for and increase access to locally and sustainably grown food, especially in underserved New York City neighborhoods. Just Food provides training and education to community members to help them launch projects like farmers' markets and CSAs, provide education in basic culinary and urban agriculture skills for their neighbors, and advocate to make their corner of New York City a healthier place to live and eat.

POSITION DESCRIPTION

Just Food's Farm-to-Pantry program helps food pantries and other emergency food programs make fresh, nutritious, locally-grown food available to families and individuals in need. In addition to providing vegetables to some of the city's most vulnerable residents, the program helps build the knowledge and capacity of food pantry staff and clients through cooking demonstrations, farm visits, and other educational opportunities. Just Food's Farm-to-Pantry program is a partnership with the New York State Department of Health and United Way of New York City.

The Farm-to-Pantry Manager has primary responsibility for day-to-day program administration. This is a contract-funded, full-time position reporting to the Program Director. Just Food seeks someone to start on or about July 1st for a one-year term, with the possibility of renewal. Specific responsibilities include:

- Managing all aspect of program management, development, oversight, logistics and reporting.
- Collaborating with key partners (including but not limited to United Way of New York City, the New York State Department of Health, and participating farmers) to conduct site visits; ensure effective, open communication; and engage in the process of ongoing program evaluation, innovation, and improvement.
- Serving as liaison to and representative of farmers, as well as assisting them with the logistics of season planning, pricing, delivery, and tracking poundage and produce varieties on an ongoing basis.
- Developing and implementing farm education efforts for food pantry staff and guests, including farm trips, "Meet Your Farmer" events, and other educational activities.

- Fulfilling reporting requirements for state contract—including submitting weekly updates and monthly reports—and maintaining consistent communication with contract manager.
- Conducting day-to-day fiscal monitoring as well as managing the project budget and reporting process.
- Supporting program and organizational fundraising efforts by tracking and providing information for proposals and reports, participating in site visit, hosting funders, and representing the program to the Board of Directors, donors, and press.
- Recruiting and managing program interns.
- Collaborating with Food Education Manager on the Community Chef program, including co-facilitating trainings and meetings and conducting cooking demonstration site visits.
- Building bridges between the Farm-to-Pantry Program and other Just Food efforts.

QUALIFICATIONS

- A passion for farming, food justice, nutrition, and/or emergency food assistance.
- Strong interpersonal communication, writing, editing, budgeting, and organizational skills.
- Capacity for collaborative project management.
- Strong public speaking and facilitation skills.
- Ability to work well in teams with diverse groups across race, class, and urban/rural divides.
- Demonstrated commitment to racial and economic equity and experience working with diverse communities.
- Flexibility and a good sense of humor.
- Knowledge of and/or hands-on agricultural experience strongly preferred.
- Working knowledge of Spanish a plus.
- Some evenings and weekends required.

COMPENSATION

The salary range for this position is \$38,000-\$42,000. Just Food offers a generous benefits package, including covering 100% of employee medical and dental insurance.

HOW TO APPLY

Send a cover letter and resume to Paula Lukats at jobs@justfood.org with "Farm-to-Pantry Manager" in the subject line. The deadline for submitting applications is June 10, 2016. No phone calls please.

As an Equal Opportunity Employer, Just Food is committed to creating a workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds.