PROJECT GROWS
FOOD ACCESS COORDINATOR
SUPERVISOR: FARM MANAGER

Project GROWS (PG) is a 501(c)3 nonprofit educational farm with a mission to improve the overall health of children and youth in Staunton, Waynesboro, and Augusta County, Virginia. We cultivate health by connecting children to nutritious food through 1) hands-on, garden-based education and 2) access to nutritious local food. Project GROWS cultivates 4 acres of mixed vegetables and perennial fruit on our farm in Augusta County, Virginia where we grow 25,000 pounds of food each year. We serve over 3,000 local youth each year with gardening, nutrition, and cooking education, and partner with 22 local agencies on food programs including field trips, summer camps, and farm to school tastings.

General Statement of Responsibilities

The Food Access Coordinator (FAC) will work closely with all members of the PG team including the PG Executive Director, Farm Manager, Farm Assistant, and Education Manager.

The FAC will primarily be responsible for 3 core areas of food access programming:

- Farmer's markets: management, planning, promotion, fundraising, programs, and oversight (North Augusta Farmer's Market, Waynesboro Farmer's Market, Youth-Run Farm Stand in partnership with the Boys & Girls Club, Health Department WIC (women and infant children) market)
- Farm sales & donations: (develop relationships with partner organizations such as the Blue Ridge Area Food Bank and cafeteria managers at local public schools, assist with CSA member promotion and relationship management, establish wholesale partners, develop systems to record data)
- Community outreach & marketing – volunteer appreciation events, and summer volunteer night series, community garden work days, working with community partners on off-site garden development.

Other Job Responsibilities Include:

- Develop systems for tracking quantitative and qualitative data in order to accurately measure the impact of food access programs in the community and be able to relay that information via grant reports
- Work closely with community partners to develop additional food access programming in the community
- Chair a Food Access Program committee of the board
- Participate in farm tasks, garden education, special events, volunteer management, and administrative tasks as needed.
- Assist in leading farm tours and occasional workshops as well as willingness to speak at conferences, and to donor groups and other community groups.

The ideal candidate will possess the following qualifications and experience:

- Most importantly, Project GROWS seeks a flexible individual who is willing to take part in all PG responsibilities and be part of a dynamic team
- Excellent communication and leadership skills, and ability to work well with variety of customers, vendors, and community members including youth from diverse backgrounds
- A minimum of 2 years nonprofit or related work experience
- Detail-oriented with considerable attention to customer service, and timely communication
- A track record of success working in a cooperative team environment requiring a high level of planning, communication, and documentation
- A desire to improve our local food system, work to understand the underlying causes of barriers to food access in our community, and come up with creative solutions as part of a team
- Strong work ethic with a willingness to learn and work efficiently, as well as able to follow direction

Physical Attributes and/or Environmental Issues

The position is very much a “textured” position requiring of the Food Access Coordinator to be both comfortable in an outdoor setting gardening, comfortable working independently in an office setting, as well as comfortable providing instruction and/or workshops to youth and adults on and off-site.

Other Requirements:

- Cell phone communication
- Frequent computer and internet access
- Reliable transportation
- A valid driver’s license
- Ability to lift up to 50 pounds
- Criminal background checks will be required for final applicants

Compensation
This is a paid position starting at $15-$18 an hour negotiable based on experience.
This is a year-round, 30 hr/wk position. Benefits include paid time off and a share of farm produce. Applicants must be available to work most Saturdays during the farmer’s market season (May to September).

TO APPLY
Please send a resume, cover letter, and 2 references to Jenna Clarke, Executive Director, at jenna@projectgrows.org.