



Local Food Distribution Coordinator

JOB SUMMARY

The Local Food Distribution Coordinator is a full-time (40 hrs/week) position with the Carolina Farm Stewardship Association (CFSA) and is responsible for coordinating [Farms Serving Hospitality and Restaurant Employees \(FarmsSHARE\)](#) an emergency food assistance program launched by CFSA in response to the COVID-19 pandemic. The FarmsSHARE program provides a free box of locally-grown produce and protein sourced from small, sustainable farms to households in need. The long term goal is to transition FarmsSHARE into a food distribution program that addresses persistent food insecurity and chronic health issues while prioritizing the use of locally-raised agricultural products sourced from food hubs working with small farms.

The position is based in Pittsboro, NC, and will require travel throughout North Carolina. Candidates working remotely in North Carolina will be considered. The position reports to the Local Food System Manager and does not supervise staff members.

ABOUT CFSA

CFSA is a 41-year-old member-based 501(c)(3) non-profit organization whose mission is to advocate, educate, and build connections to create sustainable food systems in the Carolinas centered on local and organic agriculture. We affirm that racial equity is a core tenet of CFSA's outlook, and we are committed to serving and reflecting the diverse stakeholders in the Carolinas' food system. To learn more about CFSA, please read our [Strategic Plan](#) and [Statement on Racial Equity, Diversity, & Inclusion](#).

JOB RESPONSIBILITIES

GENERAL ADMINISTRATION (20%)

- Work with the Local Food System Manager and Associate Executive Director for Programs to develop annual work plans that support CFSA's mission, goals, and strategic plan.
- Assist with programmatic monitoring to ensure compliance, progress towards objectives and expected results, and work plan and budget adherence.
- Assist with programmatic planning, grant writing, and reporting to support and expand the program.
- Evaluate and document program impacts on farmers, food hubs, and food box recipients.
- Increase recognition of and engagement with our mission, programs, and impact by engaging current members, recruiting new members, and

increasing our understanding of farm member needs.

PROGRAM COORDINATION (50%)

- Coordinate logistics of food box distribution, invoicing, payment, and record keeping.
- Coordinate the continuation and transition of FarmsSHARE into a financially sustainable local food distribution program.
- Work with program partners and food hubs to ensure local produce is included in food box programs.
- Represent CFSA at partner meetings, including the Food Hub Network, hosted by Resourceful Communities to provide food hubs opportunities to collaborate and assist each other.

TRAINING & DIRECT TECHNICAL ASSISTANCE (30%)

- Work with food hubs and the farmers they work with to increase organization and production capacity to meet food box distribution & community needs.
- Provide technical assistance to food hubs and farmer cooperatives on how to implement best management practices specific to their operations.
- Launch a coordinated system for food safety management for the farmers and food hubs participating in the food box distribution program.

PREFERRED QUALIFICATIONS

- A minimum of three years relevant experience working in public health, food relief programs, or local food distribution.
- Familiarity with public health issues and the impact nutrition has on persistent health issues.
- Demonstrated commitment to equity, diversity and inclusion, including experience interacting and working with diverse communities, neighborhoods, and populations.
- Knowledge of and experience working with intermediate markets, particularly food hubs and farmer cooperatives.
- Familiarity with best management practices in postharvest handling, washing, packing, storage, and transportation.
- Familiarity with industry-driven, on-farm food safety and Good Agricultural Practices (GAP) buyer requirements.
- Understanding of basic farming practices and organic/sustainable production.
- Experience developing and implementing standard operating procedures and quality management systems.
- A Bachelor's degree or coursework in public health, or related field.

The salary range for this position is \$38,000 - \$46,000, commensurate with experience. In addition, CFSA offers generous vacation, retirement, and health insurance benefits.

CFSA is an equal opportunity employer and is committed to building a diverse staff that honors the agricultural contributions of many cultures. People of color, LGBTQ+ people, and other individuals from diverse backgrounds are encouraged to apply. CFSA is committed to providing employees with a work environment free of discrimination and harassment. All employment decisions at CFSA are based on business needs, job requirements and individual qualifications. CFSA does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex (including pregnancy, gender, gender identity, gender expression, and sexual orientation), religious creed, disability, medical condition, genetic information, age, marital status, or military or veteran status.

To apply, please submit a resume, list of professional references, and a cover letter explaining how your skills and experience will enable you to be successful in this position. Applications should be submitted as a single .pdf saved as your first and last name. Send the document to apply@carolinafarmstewards.org with "Local Food Distribution Coordinator" in the subject line. You will receive an electronic confirmation of your email submission. No phone calls, please. The position will remain open until filled.