FarmsSHARE Coordinator

JOB SUMMARY
The FarmsSHARE Coordinator is a term-limited, full-time (40 hrs/week), salaried position with the Carolina Farm Stewardship Association (CFSA) through December 31, 2024, with the possibility of continuation depending on funding availability. They will assist the Local Food Program Director implement CFSA’s FarmsSHARE program. FarmsSHARE is a local food system model that aligns a network of food hubs, small sustainable farms, and farmer cooperatives to aggregate local, seasonal foods.

The FarmsSHARE Coordinator may work remotely from anywhere in North Carolina or out of our Pittsboro, NC office. The position will require travel throughout North Carolina (approximately 3-5 days per month). The position reports to the Local Food Program Director and does not supervise staff members.

ABOUT CFSA
CFSA is a 44-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. 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
- Work with the Local Food System and Administrative Teams 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 Local Produce Safety Initiative.
- Work with the Communications Team to develop content for the monthly electronic newsletter, The Grower’s Toolbox.
- 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

- Coordinate food box distribution, invoicing, payment, and record-keeping.
- Assist with administering FarmsSHARE Quality Management Systems and Program Guide and liaison with food hub and program partners to ensure compliance with program implementation.
- Work with program partners to assist with program evaluation, health impact assessments, and developing and distributing outreach materials.
- Annually review farmers' food safety practices and provide basic technical assistance to ensure compliance.
- Work with program partners and food hubs to ensure local produce is included in food box programs.
- Evaluate and document program impacts on farmers, food hubs, and food box recipients.

TRAINING & DIRECT TECHNICAL ASSISTANCE

- 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 implementing best management practices specific to their operations.
- Maintain a coordinated system for food safety management for the farmers and food hubs participating in the food box distribution program.

This job description may not include all assigned duties, responsibilities, or aspects of the job described. It may be amended at any time at the sole discretion of CFSA’s Associate Executive Director.

PREFERRED QUALIFICATIONS

- At least three years of relevant experience in local food distribution or food relief programs.
- Experience with industry-driven, on-farm food safety and Good Agricultural Practices (GAP) buyer requirements.
- Familiarity with best management practices in postharvest handling, washing, packing, storage, and transportation.
- Knowledge of and experience working with intermediate markets, particularly food hubs and farmer cooperatives.
- Demonstrated commitment to equity, diversity, and inclusion, including experience interacting and working with diverse communities, neighborhoods, and populations.
- Understanding of basic farming practices and organic/sustainable production.
- Experience developing and implementing standard operating procedures and quality management systems.
The salary range for this position is $38,000 - $50,000, commensurate with experience. In addition, CFSA offers generous vacation, retirement, and health insurance benefits.

**BENEFITS**

CFSA offers:

- Flexible work scheduling
- 15 days paid vacation per year after the first six months of employment
  - After five years, this increases to 20 days per year
  - After 10 years, this increases to 25 days per year
- 11 paid holidays per year
- Five days of paid sick leave per year
- 25 days of paid parental leave (either parent)
  - with the potential for a maximum additional 12 weeks for paid maternity leave using CFSA’s sponsored short-term disability insurance
- Group health, vision, and dental insurance, including contribution to individual plan premiums
  - Automatic enrollment in a fully paid employee assistance program, life insurance, accidental death & dismemberment, and short-term disability insurance
  - Opportunity to enroll in a voluntary supplemental accident and critical illness insurance
- Company-sponsored 401(k) plan after one year
  - A 100% employer match of up to 2% of one’s annual salary
- Tiered monthly reimbursements for cell phone use and remote employee internet costs
- Three days (per instance) of paid funeral leave
- Five days (per instance) of paid jury duty leave
- Annual contribution for costs of professional development activities.

CFSA is an equal-opportunity employer committed to building a diverse staff that honors the agricultural contributions of many cultures. People of color, LGBTQ+ people, and others 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 based on 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, a 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 “FarmsSHARE 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.