Local Produce Safety Coordinator

JOB SUMMARY:
The Local Produce Safety Coordinator is a full-time (40 hrs./week), salaried position with the Carolina Farm Stewardship Association and is responsible for delivering an innovative training program, in collaboration with external partners, to operators of diversified farms seeking food safety certification, specifically the USDA GAP and Harmonized GAP Audits. They will provide direct consultation to growers, coordinate, implement, and evaluate on-farm food safety programs, and recommend further improvements to mitigate risks in growing, harvesting, and handling products. The candidate may be required to attend GAP auditor training, Produce Safety Alliance training, and other relevant food safety training, depending on previous experience.

The Local Produce Safety Coordinator may work remotely from anywhere in North or South Carolina or out of our Pittsboro, NC office and will require extensive travel throughout the Carolinas, especially central and eastern NC (approximately 10 - 15 days per month). The position does not supervise other staff members and collaborates extensively with other members of CFSA’s Local Food Systems team.

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 centered on local and organic agriculture in the Carolinas. 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 Director 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.

TRAINING & DIRECT TECHNICAL ASSISTANCE
Consult with producers to identify potential food safety risks and assess their practices concerning GAPs certification compliance.

Provide one-on-one technical assistance to producers developing and implementing on-farm food safety programs.

Collaboratively plan and deliver quality educational food safety programs with other staff and external partners based on Good Agricultural Practices that are accurate, up-to-date, research-based, and meet participant needs.

Provide one-on-one technical assistance to producers seeking to increase existing sales channels or expand into new markets, including value-added manufactured foods.

Develop content for CFSA’s outreach through the website and newsletter (Expert Tip).

Evaluate and document program impacts such as participant certification, knowledge gained, and intent to change or adopt practices.

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 two years of experience with the fresh produce safety or food processing practices of diversified farms or entrepreneurial value-added food processors.
- At least three years of on-farm production experience.
- Demonstrated knowledge of on-farm food safety, Good Agricultural Practices, Good Manufacturing Practices, SOP development, FSMA, HACCP/HARPC, and other essential food safety concepts.
- Knowledge and experience working with various local food marketing channels, including wholesale, intermediate, and direct-to-consumer markets.
- Familiarity with best management practices in pre and postharvest handling, washing, packing, storage, and transportation.
- Ability to communicate food safety issues concisely and simply with farmers and individuals at all levels of knowledge regarding food safety requirements.
- Demonstrated commitment to equity, diversity, and inclusion, including experience interacting and working with diverse communities, neighborhoods, and populations.
- BS degree in Food Safety, Public Health, Life Sciences, Microbiology, Food Science, Food Technology, Family & Consumer Sciences, Agricultural Production, Horticulture, or a related field or comparable demonstrated work experience.

Salary range is $38,000 - $50,000, commensurate with experience. CFSA provides 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 succeed 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 Produce Safety Coordinator” in the subject line. You will receive an electronic confirmation of your email submission. Please, no phone calls. The position will remain open until filled.