

**COMMUNITY TEAMWORK, INC.
New Entry Sustainable Farming Project
POSITION DESCRIPTION**

COMMUNITY SUPPORTED AGRICULTURE AND FOOD ACCESS COORDINATOR

DEPARTMENT/DIVISION:	Workforce Development
REPORTS TO:	New Entry Project Director
STATUS:	Full-time, Exempt
SALARY:	\$18.25-19.70 / hr

RESPONSIBILITIES

Coordinate New Entry’s CSA Program

Organize planning and logistics for operation of a 450 share, multi-farmer Community Supported Agriculture (CSA) program, providing fresh, locally-grown produce to customers around the Boston area. In particular:

- Establish protocols for CSA season (i.e. quality, timeliness, communications)
- Assist farmers in developing individual farmer production schedules
- Develop and conduct outreach and education programs to reach potential customers and community volunteers
- Manage customer sales receipts and payments to farmers
- Manage CSA share-packer helpers and community volunteers
- Develop system for produce quality assessment and farmer feedback
- Manage CSA Assistant Coordinator
- Manage shareholder communications and customer service
- Determine equipment needs; make purchases; maintain vehicles
- Document and evaluate program outputs and outcomes.
- Participate as part of a team to support the mission of New Entry and CTI’s Workforce Development Division

Coordinate New Entry’s Low-Income Food Access Program

Plan multiple strategies and provide logistical operations for providing over \$30K of produce to low-income residents around the Boston area. In particular:

- Establish partnerships with individuals and organizations in low-income communities around the region to grow New Entry’s food access programs
- Manage operational logistics for produce delivered to low-income communities

SUPERVISORY RESPONSIBILITY

- ◆ This position has supervisory and management responsibility.

EDUCATION AND EXPERIENCE

- Bachelor’s Degree required, 5 years of experience overseeing CSA operations may substitute for degree. Master’s Degree preferred. Prior experience in

supervising/ managing a produce operation or agricultural business is essential. Agricultural training and experience in multiple aspects of farming is a plus.

- Community organizing and cross-cultural experience helpful; prepared to build relationships with beginning, immigrant and refugee farmer participants.
- Minimum of 3 years supervisory experience required.

QUALIFICATIONS

- Highly organized and attention to detail.
- Strong leadership skills.
- Self-motivated and directed; works well within a rapidly-changing environment.
- Effective communications, interpersonal skills, and strong writing ability.
- Clean driving record
- Working knowledge of computer software (MS Office, social media)
- Ability to lift up to 50 lbs.
- Access to reliable private transportation necessary.
- Flexible schedule needed, including evenings and weekends.
- A CORI background check is performed for all employees.

Please email cover letter and resume to both email addresses below:

hr@comteam.org and nesfp@tufts.edu

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**