



## Fresh Food Box Site Coordinator

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### Organization Information

For over 45 years, GrowNYC has been transforming communities throughout the five boroughs by giving New Yorkers the tools and resources they need to make our city cleaner, healthier, and more sustainable. Whether it's operating the world-famous Union Square Greenmarket, building a new community garden, teaching young people about the environment, or increasing recycling rates through education, GrowNYC is hard at work in your neighborhood. GrowNYC is a privately-funded 501(c)(3) not-for-profit organization.

### Fresh Food Box Program Summary

Greenmarket Co., GrowNYC's local food distribution program, powers innovative programs that make fresh, healthy, local food available in communities throughout NYC. Fresh Food Box is a group buying program, primarily located in underserved communities, that allows participants to purchase mixed shares of seasonal, farm-fresh produce and pick them up at a community distribution point. By leveraging their group purchasing power, Fresh Food Box participants receive a 40-60% discount from typical retail prices, making it affordable and convenient to purchase fresh, healthy foods. GrowNYC operates Fresh Food Box sites in the Bronx, Brooklyn, Manhattan and Queens.

### Site Coordinator Duties

- On-site management of two to three Fresh Food Box distribution sites, from July to the end of November.
- Attend training in June
- Attend weekly meetings and office work
- Maintain organized records of bags purchased, income in cash and EBT, and report this information to the Fresh Food Box Program Coordinator
- Create/curate appropriate outreach and educational materials in the Greenmarket office
- Create/curate produce selections for two to three Fresh Food Box distribution sites.
- Work with community partner to conduct outreach to build participation in the food box program.
- Reporting on activities and participant feedback
- Conduct professional and productive community partnerships with various organizations.

**Physical Requirements:** This position requires working outdoors in all weather conditions, standing for extended periods, and carrying heavy and bulky items on a daily basis (must be able to lift 50 lbs)

### Ideal Qualifications

- Cheerful and easy going
- Enjoys working outdoors in all weather conditions
- Enjoys physical labor
- Enjoys talking with people of all backgrounds
- Likes to find innovative solutions to surprise problems
- Experienced in community outreach, and has an understanding of inequalities in the food system
- Interest in food and health, and related issues – such as cooking, nutrition, health
- Interest in farmers' markets and/or related issues – such as urban planning, food systems, sustainable agriculture, event planning, small business administration, economic development
- Familiarity with Microsoft Office and Google Documents. Experience with design programs a plus
- Familiarity with underserved neighborhoods
- Excellent time management and organizational skills
- Strong communication skills, both written and verbal
- Fluency in multiple languages (especially, but not limited to, Spanish) a big plus

The Fresh Food Box Site Coordinator position pays \$16/hour and includes only statutory benefits. The position begins in June on a part-time seasonal basis, beginning with 5-8 hours a week during training, and grows to roughly 20-30 hours/week from July to the end of November. Please submit cover letter, resume and three references to [ntucker@grownyc.org](mailto:ntucker@grownyc.org). Please write "Fresh Food Box Site Coordinator" in the subject line. Please also include where you heard about the position in your cover letter. GrowNYC is an Equal Opportunity Employer. People of color, women, LGBTQ+ people, and people with disabilities are strongly encouraged to apply