



## Organization Information:

For nearly 50 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.

## About Fresh Food Box Program

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 Position (Longwood) – P/T

Responsibilities include, but are not limited to:

- On-site management of the Montefiore Fresh Food Box site
- Attend weekly meetings (Monday, 11am) and complete administrative work and distribution prep at the GrowNYC offices
- Maintain organized records of bags purchased, income in cash and EBT, and report this information to the Programs Assistant
- Create/curate appropriate outreach and educational materials to accompany each share
- Curate produce orders for Fresh Food Box participants
- Work with community partner organizations to conduct outreach to build participation in the food box program.
- Report to the Program Coordinator on outreach activities, site operations and participant feedback
- Contribute to professional and collaborations with community partner organizations.
- Set up and break down distribution site, which involves carrying produce in cases/bags weighing up to 50lbs, setting up tents and folding tables, and performing other physical labor

## Ideal Qualifications

- Longwood, Bronx community member preferred
- Cheerful and easy going
- Enjoys physical labor

## Applications

Submit cover letter, resume and three references to [iyu@grownyc.org](mailto:iyu@grownyc.org) by March 20<sup>th</sup>.

Combine all submissions into one PDF and write "FFB Site Coordinator" in the subject line. Please also include where you saw this posting. For additional information, please see our website:

[gownyc.org](http://gownyc.org)

## Contact

**GrowNYC**  
P.O. Box 2327  
New York, NY 10272

212-788-7900

- Required to lift up to 50 pounds
- Enjoys talking and working 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
- Interest in farmers markets and/or related issues
- Familiarity with Microsoft Office and Google Suite
- Familiarity with underserved communities
- 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

## Position Details

The Site Coordinator position is a part-time, 10 hours/week position.

**Compensation:** \$16/hour, includes only statutory benefits

**Schedule:** Friday:12pm – 6pm and Monday:11am – 12pm

Part-time, with possibility of taking on more hours

*GrowNYC is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation or physical disability.*

