



Job Opportunity: Programs Assistant, Greenmarket Co.

GrowNYC
100 Gold Street, Suite 3300
New York, NY 10038
www.grownyc.org

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.

GrowNYC is seeking a Programs Assistant to join our local food distribution and access team. The Programs Assistant will work closely with the Fresh Food Box (FFB) and Youthmarket (YM) programs, which aim to increase the availability of fresh, local foods in underserved communities throughout New York City. This network of 38 direct retail sites is supplied by Greenmarket Co., GrowNYC's local food hub and distribution program.

Reporting to the Director of Wholesale and Distribution, the Programs Assistant will be based at our offices at 100 Gold Street with occasional time in the field. The Programs Assistant will support GrowNYC's YM and FFB programs by performing critical recordkeeping and administrative tasks. This staff member will also play a crucial role in ensuring high-quality service to YM and FFB sites by maintaining clear communication between GrowNYC's food distribution team and direct retail staff in the field.

Specific responsibilities include:

- Tracking YM and FFB revenue and expenses, tracking income in cash, credit/debit, and nutrition assistance currencies;
- Monitoring financial paperwork to ensure that site income is tracked accurately and submitted by field staff in a timely manner;
- Assisting YM and FFB with critical administrative functions including but not limited to:
 - issue and track equipment such as iPhone terminals, receipt printers, etc.
 - track Health Buck distribution and redemption at FFB and Youthmarket and submit appropriate documentation to DOHMH and Farmers Market Federation as required
 - compile reports on program data such as pounds of food distributed, income, etc.
 - take minutes at meetings
- Acting as the liaison between warehouse and field staff, entering FFB and YM orders into Greenmarket Co. inventory management software and managing order shorts and substitutions
- Assisting supervisors in onboarding and training staff and implementing new procedures;
- Proofreading social media posts, newsletters, and other handouts;
- Providing occasional coverage for Fresh Food Box Site Coordinator and Youthmarket Manager absences.

Requirements include:

- Strong knowledge and appreciation of local food, farming, and food access issues;
- Ability to work both independently and as part of a close-knit team;
- Ability to communicate effectively with diverse groups and meet challenges creatively;
- Stellar written and oral communication;
- Flexibility and willingness to occupy a position that may change in scope in accordance with the needs of the program and organization;
- Ability to work occasional flexible hours including early mornings, evenings and weekends;
- Strong computer skills and familiarity with Microsoft Office Suite;
- Experience with FoodConnex or other order entry/inventory management software a plus;

- Experience with Adobe Creative Suite a plus;
- Drivers' license and clean driving record a plus.

The Programs Assistant reports directly to the Fresh Food Box Program Coordinator and Youthmarket Program Coordinator. The position is full time with benefits and pays \$40,000-\$45,000 a year, commensurate with experience. Submit cover letter, resume, and three references to jobs@grownyc.org. Combine all submissions into one PDF and write "Programs Assistant" in the subject line.

GrowNYC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation