



Job Title: Farmstand Program Field Manager

Organization Information

GrowNYC is a 51-year-old environmental nonprofit organization - helping more than 3 million New Yorkers by providing essential services and taking action to make NYC a livable city, one where every person can enjoy a healthier, more sustainable life.

Our Programs:

- Our network of Greenmarkets, Farmstands, Fresh Food Box sites and Greenmarket Co. ensures that all New Yorkers have access to the freshest, healthiest local food.
- We blanket the five boroughs with resources like textile and food scrap collection, Stop 'N' Swaps, as well as free training to make waste reduction easy for all.
- We build and support community and school gardens through volunteer days, technical assistance, training, grants and more.
- We provide 70,000 children each year with programs that provide meaningful interactions with the natural environment.

Note to applicants on COVID safety: GrowNYC is committed to stopping the spread of Covid-19. **All new hires must be able to provide proof of COVID-19 vaccination during the onboarding process.** Employees are also required to follow COVID safety protocols as the situation evolves, which may include daily health screenings, mask wearing, and other mitigation measures as deemed necessary by local conditions, mandates, and applicable guidelines.

Position Summary

GrowNYC Farmstands are part of a network of food access retail sites operated by GrowNYC, along with Greenmarkets and Fresh Food Box sites. The food sold at Farmstands is grown by farmers in the Northeast and transparently sourced through GrowNYC Wholesale. Through Farmstands, GrowNYC trains and employs young people to sell fresh, affordable food in neighborhoods across NYC. This vital food access program offers important job opportunities for young New Yorkers; ensures healthy, fresh food access across the city; and provides crucial revenue for family farms in the Northeast. Reporting to the Senior Manager of Food Access Initiatives, the Farmstand Program Field Manager position will be hybrid with frequent time in the field. The role oversees a network of year-round and seasonal Farmstand sites, manages field staff, and works closely with GrowNYC Wholesale, GrowNYC's local food hub and wholesale distribution program.

Farmstand Program Field Manager Responsibilities:

Program Management and Operations

- Oversee logistics and operations for GrowNYC's network of Farmstand locations.
- Visit Farmstand sites regularly to review protocols, address issues if they arise, and assess staff performance.

Applications

Qualified candidates for the (position) position should submit a cover letter, resume, and three references to GrowNYC [here](#)

Interviews will take place on a rolling basis starting (date). Due to the volume of employment applications received, GrowNYC is unable to respond to each application individually. Applicants will be contacted directly if selected as a candidate. No phone calls or recruiters, please.

Application deadline is May 20, 2022

Contact

GrowNYC
P.O. Box 2327
New York, NY 10272
212-788-7900

For additional information, please see our website: gownyc.org

- Partner with GrowNYC Wholesale staff regarding product sourcing and demand, delivery logistics, schedules, and other operational details.
- Create and oversee the execution of outreach plans for the promotion of the Farmstand sites.
- Ensure all Farmstand equipment and site staffing needs are being met.
- Work with existing and new partners, community-based nonprofit organizations, city and state agencies, community businesses and funding sources to promote Farmstand sites, and ensure all stakeholder interests are being met.
- Work closely with Senior Manager of Food Access Initiatives and GrowNYC Fleet Manager to maintain the Farmstand fleet of vehicles, and to ensure all Farmstand drivers are fully trained and following appropriate protocols according to GrowNYC policy.

Staff Management and Supervision

- Collaborate with the Youth Engagement Coordinator to interview, hire, and train Farmstand site managers, staff, and youth.
- Create workable staffing schedules and van routes for all Farmstand locations.
- Supervise all Farmstand field staff, conduct mid-season check-ins and end-of-season/annual reviews.
- Conduct weekly Farmstand site manager meetings to discuss sites, share lessons learned, and troubleshoot issues as they arise.

Budget and Fiscal Management

- Work closely with the Senior Manager of Food Access Initiatives to create and periodically update the Farmstand Program budget, individual site budgets, and staffing cost projections.
- Work closely with the Food Access Programs Assistant to monitor Farmstand financial accounting by site and follow up to ensure best practices are being used and to eliminate discrepancies.
- Assist as needed with fundraising and program development efforts for Farmstand and well as grant reporting and other grant deliverables.
- Invoice individual site funders.
- Work closely with Senior Manager of Food Access Initiatives to purchase Farmstand equipment and supplies and track program expenses.

Required Qualifications

- Precision, accuracy and timeliness in completing duties.
- Excellent organizational, interpersonal, written and verbal communication skills.
- Skilled at building partnerships, both internally and externally, including the ability to create and maintain strong collaborative relationships with organizational partners.
- Strong initiative and time management skills, with the ability to work independently and as part of a close-knit team.
- Ability to manage multiple concurrent projects in a fast-paced team environment.
- 1-3 years of experience managing staff, volunteers, and/or interns.
- 1-3 years of professional and/or volunteer experience in local agriculture, food systems, food access, and/or food justice.
- Strong commitment to a racially and socially just food system.

- History of successfully working with people from a variety of identity groups and backgrounds.
- Ability to work occasional flexible hours including early mornings, evenings, and weekends.
- Comfortable working outdoors in all types of weather.
- Comfortable traveling throughout the City and within a variety of diverse neighborhoods.
- Creative problem-solver, able to troubleshoot and use good judgment to make on-the-spot decisions.
- Proficient in Microsoft Office Suite and Google Drive.

Preferred Qualifications

- Fluency in multiple languages is a big plus (especially, but not limited to, Spanish, Mandarin, and Cantonese)
- Valid Driver's License for at least 1 year with a satisfactory driving record, and willingness to drive cargo van or small box truck throughout NYC
- Experience with order/inventory management software, a plus
- 1-3 years of professional and/or volunteer experience working with youth or in youth development

Physical Requirements

This position requires standing for up to 8 hours and lifting heavy equipment and supplies, up to 50lbs.

Schedule

This position is full time, Tuesday - Saturday. This is a hybrid role with a minimum of 2 days per week in our Manhattan office starting May 2, 2022.

Compensation

This is a full-time exempt position and pays \$60k-\$65k per year, commensurate upon experience, and includes full benefits (medical, dental, vision, life insurance, long term disability, pension plan, and paid time off).

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