



Fresh Food Box Site Coordinator

Greenmarket, a program of GrowNYC
100 Gold Street, Suite 3300, New York, NY 10038
Phone – 212.788.7900

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 the Fresh Food Box site
- Attend weekly meetings (Mondays 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

- Cheerful and easy going
- Enjoys physical labor
- 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 such as cooking and nutrition
- 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 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

The Fresh Food Box Site Coordinator position pays \$16/hour and includes only statutory benefits. Please submit cover letter, resume and three references to jobs@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.