



Fresh Food Box Program 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

The Program Manager oversees the Fresh Food Box program, a collaborative buying program that allows members of underserved communities to leverage their group buying power to purchase fresh, healthy, local foods at below-retail prices. Reporting to the Senior Manager of Food Access Initiatives, the Fresh Food Box Program Manager position will be hybrid with frequent time in the field. The Fresh Food Box Program Manager will oversee a network of year-round and seasonal distribution sites, manage field staff, and work closely with GrowNYC Wholesale, GrowNYC's local food hub and wholesale distribution program.

Fresh Food Box Program Manager Responsibilities:

Program Management and Operations

- Manage the operations, partnerships, and staff for about 13-15 weekly Fresh Food Box distribution sites.
- Partner with GrowNYC Wholesale staff regarding product sourcing and demand, delivery logistics, schedules, and other operational details.
- Visit Fresh Food Box sites regularly to review protocols and be on-call off-site to address issues as they arise.

Staff Management and Supervision

Applications

Qualified candidates for the (position) position should submit a cover letter, resume, and three references to: [GrowNYC](https://www.grownyc.org)

Interviews will take place on a rolling basis starting May 16. 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.

Contact

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

For additional information, please see our website: [grownyc.org](https://www.grownyc.org)

- Hire, train, and oversee seasonal and year-round Fresh Food Box site staff who manage day-to-day stand operations.
- Supervise all Fresh Food Box staff, conduct mid-season check-ins and end-of-season/annual performance reviews.
- Conduct weekly Fresh Food Box staff meetings to discuss sites, share lessons learned, and troubleshoot issues as they arise.

Budget Management

- Work closely with the Senior Manager of Food Access Initiatives to create and periodically update the Fresh Food Box Program budget, individual site budgets, equipment and supplies expense tracking, and staffing cost projections.
- Work closely with the Food Access Programs Assistant to maintain impeccable financial records showing individual site expenses and income in cash, credit/debit, and healthy food subsidies such as SNAP benefits and Health Bucks.
- Assist as needed with fundraising and program development efforts for Fresh Food Box as well as grant reporting and other grant deliverables.
- Invoice individual site funders and partners purchasing food boxes in bulk.

Stakeholder and Community Engagement

- Support existing and forge new collaborations with community-based nonprofit organizations, city and state agencies, community businesses, and other Fresh Food Box partners.
- Create and implement outreach strategies to raise awareness about the Fresh Food Box program.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. With notice, duties, responsibilities, and activities may change or new ones may be assigned.

Required Qualifications

- Excellent organizational, interpersonal, written and verbal communication skills.
- Strong initiative and time management skills, with the ability to work independently and as part of a close-knit team
- Skilled at building partnerships, both internally and externally, including the ability to create and maintain strong collaborative relationships with organizational partners
- Demonstrated experience with creating and managing program budgets.
- Creative, solution-oriented approach to problem solving.
- Proficient in Microsoft Office Suite and Google Drive.
- 1-3 years of experience managing staff, volunteers, and/or interns
- 1-3 years of professional and/or volunteer experience in local agriculture, farming, 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.

- Willing to travel and work in all neighborhoods throughout the five boroughs of NYC.
- Ability to manage multiple concurrent projects in a fast-paced team environment.

Ideal 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

Physical Requirements

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

Schedule

Full Time, variable hours, Monday – Friday with occasional Saturday availability. This is a hybrid role with a minimum of 2 days per week in our Manhattan office starting May 2, 2022.

Compensation

Supervisory Responsibilities: Yes

Classification: Exempt

Pay: \$60,000 - \$65,000

Field Work Required: Yes

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