Temporary Emergency Fresh Food Box Community Outreach Coordinator (Part-Time)

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.

Position Summary
In the face of the COVID-19 pandemic, GrowNYC has been called upon to continue providing essential food access programs to New Yorkers across the city. As part of this essential work, GrowNYC’s Emergency Fresh Food Box program provides fresh produce and shelf-stable pantry goods to New York City’s highly impacted communities. The Emergency Fresh Food Box shares are distributed through strong partnerships with hyper-local community organizations. The Emergency Fresh Food Box program is seeking a Temporary Part-time Community Outreach Coordinator to assist with this effort.

Temporary Emergency Food Box Community Outreach Coordinator Responsibilities:

- Build solid relationships with a network of partners such as elected officials, leaders of community organizations, and others to identify groups that can reliably distribute weekly Emergency Fresh Food Box shares in target neighborhoods identified by the Office of the Food Czar.
- Provide ongoing support to the Emergency Fresh Food Box program’s network of partners.
- Establish and maintain effective and reliable methods of communication with partners and colleagues to successfully identify, onboard and support distribution sites for the duration of the project period.
- Operate as the main point of contact for the partner organizations in order to offer updates, follow-ups, troubleshooting, managing food/delivery issues etc.
- Assist with administrative and programmatic duties, like program evaluation and partner training as needed.
- Accurately track information from partners and colleagues including but not limited to contact and delivery information.

Applications
Qualified candidates for the Temporary Emergency Food Box Community Outreach Coordinator Part-Time position should submit a cover letter, resume, and three references to: GrowNYC

Interviews will take place on a rolling basis starting August 16, 2021. 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 Friday, August 27, 2021.

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

For additional information, please see our website: growny.org
• Collaborate with GrowNYC Wholesale staff using established communications channels to identify days and times for weekly Emergency Fresh Food Box deliveries
• Contribute to the publishing of the weekly Emergency Fresh Food Box newsletter.
• Assist in person at new and established distribution sites throughout the City to provide guidance to partners on social distancing and sanitation.

Ideal Qualifications
• Strong interpersonal skills and a commitment to respectful, culturally competent communication.
• Ability to provide clear, consistent, and timely communication and follow-up both written and verbal.
• Excellent organizational skills with the ability to prioritize tasks and pay attention to details.
• Skilled at building and maintaining partnerships, both internally and externally with comfort working in the field.
• History of successfully working with people from a variety of identity groups and backgrounds
• Strong initiative and time management skills, with ability to work independently and as part of a close-knit team
• Creative, solution-oriented approach to problem solving.
• Ability to work flexible hours including early mornings, evenings, and weekends.
• Proficient in Microsoft Office Suite and Google Drive.
• Drivers’ license highly favorable (must have a clean driving record in order to drive a GrowNYC vehicle).
• Genuine enthusiasm for Emergency Fresh Food Box’s mission to preserve regional farms and ensure that needy New Yorkers, particularly those directly affected by COVID-19, have equitable access to fresh, high-quality food.
• Multi-lingual highly favorable, particularly fluency in Spanish or Mandarin.

Physical Requirements
Ability to work in the field, including outdoors in all weather conditions.

Schedule
The Temporary Emergency Fresh Food Box Outreach Coordinator will be expected to work between 16-24 hours per week; possible weekend, or early morning on an as needed basis. This position is currently temporary, most likely from mid-August 2021 to October 31, 2021.

Compensation
The position is a non-exempt, part-time, variable hourly position. It pays $24 per hour and includes only statutory benefits.

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