4-23-18 San Gabriel Harvest Coordinator, Food Forward, Los Angeles, 5-31-18 deadline

Job Title

San Gabriel Valley Harvest Coordinator

Agency

Food Forward

Location

Los Angeles

Pay Rate

$13-18/hr

Responsibilities

To see the job description on our website, go to https://foodforward.org/about/join-our-team/

POSITION OVERVIEW

We are looking for a full time, 40hr/week San Gabriel Valley Harvest Coordinator to assist the Backyard Harvest Program. This person will work directly with the BYH Program Manager and the LA Harvest Coordinator. This position provides an opportunity to become deeply involved in the Los Angeles food justice community, while working for a prominent and growing nonprofit. The SGV Harvest Coordinator will work to improve outreach efficiency and deepen the program’s reach in the San Gabriel Valley and surrounding regions. This person will work with property owners who have fruit to donate by gathering essential harvesting and logistical information for our database to organize and coordinate picks. Tasks will include communicating with property owners who have fruit trees, scheduling harvesting events, and coordinating event details for each harvest and subsequent donations, maintenance of harvesting equipment, data entry, and scouting properties. In addition, he/she will be responsible for assisting with equipment drop off and produce pick-ups from properties and delivering the produce donations to receiving agencies. The person in this role will have access to a Food Forward vehicle for many of these tasks but reliable transportation is required. The Coordinator is expected to provide great customer service and keep in regular contact with the LA County BYH staff. The SGV Harvest Coordinator will also play a key role in managing 1-2 program assistants and is the main point of contact for SGV focused Pick Leaders.

CORE RESPONSIBILITIES

* Communicate with SGV and LA Pick Leaders and homeowners to schedule and coordinate all logistics for 30+ unique harvest events every month
* Maintain relationships with all new and returning SGV property owners and receiving agencies
* Manage monthly events metrics for all SGV BYH events
* Assist with equipment drop offs and produce pick-ups and delivery to receiving agencies
* Recruit, onboard, train and oversee Pick Leaders
* Table and present at community events, council meetings, universities, etc
* Frequent and timely written and verbal communication with Pick Leaders, property owners and receiving agencies
* Create and update training manuals and workflows
* Update and develop new training materials for Pick Leaders
* Manage and update monthly events calendar with all scheduled large and small harvests, regular trainings, volunteer appreciation and educational events
* Assist with regional program expansion, including researching, performing outreach and planning events in currently underserved areas beyond SGV with fruit for harvest
* Establish new community partnerships and localized equipment hubs
* Assist with creation and organization of program related materials on Google Docs, Dropbox, etc.
* Assist with program related software development and testing needs

Required Skills

QUALIFICATIONS

Ideal candidate will have a strong interest in issues related to food waste/recovery, hunger and food justice. We are looking for an extremely detail-oriented person who enjoys organizing and collecting data and information. He/she can work efficiently and comfortably in excel and on an administrative site to manage large amounts of detailed information. The candidate should be personable and able to communicate with various personalities and temperaments. The Backyard Harvest Program is constantly evolving, and an ideal candidate will support the growth of the program. The candidate should have a strong knowledge of local fruit tree varieties and fruit tree care. The candidate should be highly versed in Los Angeles and San Gabriel Valley geography and reside in the Los Angeles area. This position requires working one Saturday or Sunday every week. Weekly schedules will vary to meet seasonal program needs, but will often be as follows: three days out of our North Hollywood office, one weekend day (likely spent in the field or telecommuting), and one day per week telecommuting (at BYH Manager’s discretion).

Other qualifications include:

* Bachelor’s Degree in a related field (Environmental Science, Food Studies, Urban Planning, Public Policy)
* Proven effective data management skills
* Strong Excel skills
* Strong people and public speaking skills
* Excellent problem-solving skills and ability to make and act on decisions quickly
* Enthusiasm to represent Food Forward & engage property owners, volunteers and agencies
* Ability to communicate with various temperaments and populations
* A flexible team player who is able to work well under pressure and time constraints
* Experience working in a fast paced environment- start up or non-profit desired
* Knowledge of locally grown tree varieties, including harvest seasons, tree size and shape, fruit qualities
* Strong knowledge of LA County geography, neighborhoods, and streets
* Proactive and willingness to improve on program strategies, workflows, and documents
* Strong knowledge and comfort with WordPress, Facebook, and other Social Media
* Ability to lift and move boxes of produce weighing up to 55 lbs from ground to vehicles
* Ability to load picking equipment such as 8’ and 12’ foot ladders, picker poles, and hand trucks
* Ability to sit, stand, walk, climb stairs and ladders, bend, lift, twist, kneel, crouch, crawl, pull, push, carry, grasp, reach and stoop as needed
* Comfort and skill being on ladders and in the trees
* Ability to drive large utility-style vans and trucks in compliance of traffic and safety laws
* A valid class C driver’s license with no more than one moving citation on record
* General schedule flexibility and mandatory availability to work on Saturday/Sunday every week

Application Mode

* Send a cover letter in the body of the email including where you discovered this listing, which variety of produce you would be and why, and attach your resume in a PDF version to career@foodforward.org.
* The subject line should read, “San Gabriel Valley Harvest Coordinator – (Your Name)”.
* No phone calls please.
* Please follow these instructions to ensure we process your application.

Application Deadline

May 31, 2018

Contact for further information

samantha@foodforward.org