



JOB DESCRIPTION

Farm to Families Coordinator (Part-Time)

New Kensington Community Development Corporation (NKCDC) strengthens the physical, social and economic fabric of Kensington, Fishtown and Port Richmond, Philadelphia, by being a catalyst for sustainable development and community building. NKCDC draws on the strengths of the community to empower residents and promote resident-driven development. Farm to Families is a weekly fresh organic produce box distribution founded upon the belief that all Philadelphians deserve access to fresh, healthy food. Farm to Families is a program of St. Christopher's Foundation for Children. NKCDC is one of multiple program host sites.

Function

Team member helps with the day-to-day operations and conducts strategic outreach & surveying for NKCDC's Farm to Families program, a reduced-cost organic produce box distribution. Serves as the primary coordinator for relocation of the program to NKCDC's new office space at Orinoka Civic House. For those interested in food justice, neighborhood revitalization, community supported environmentally sustainable agriculture, and community engagement.

This is a part-time position (10-15 hours/week) for the 2018 calendar year through December 31, 2018. There will be a possible extension in 2019 as well.

Reports to

Community Engagement Director

Professional responsibilities

- Administer weekly produce distribution on Thursdays from 4-7pm, and process orders on Fridays.
- Implement a strategic outreach plan with the NKCDC Community Engagement Team to relocate the program to Orinoka Civic House. Execute this plan and collect data to determine success.
- Distribute info packets around the neighborhood and coordinate open house workshops and focus groups. Coordinate logistics with the Orinoka building manager and St. Christopher's Foundation.
- Conduct data entry to maintain and update customer order history and call lists.
- Make weekly phone calls to reach new customers and retain existing customers.
- Recruit volunteers to help run Farm to Families from the local community.
- Become knowledgeable about NKCDC and partner programs, and proactively refer Farm to Families customers to outside programs as needed.
- Educate Kensington residents about the health benefits of eating fresh, organic produce.
- Create educational and outreach materials as needed.
- Build partnerships to further activate NKCDC's Orinoka Civic House beyond Farm to Families.
- Other duties as assigned.

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Qualifications and requirements

- High school diploma or equivalent required.
- An interest and/or experience in working directly with people one-on-one.
- Spanish language skills highly preferred.
- Residence in 19125 or 19134 preferred.
- Excellent customer service & inter-personal skills.
- Detail-oriented, organized, and ability to work independently.
- Ability to coordinate outreach and communicate information about the sustainable food program effectively to attract new customers.
- Experience working with diverse populations, preferably in the Kensington neighborhood.
- Ability to manage volunteers.
- Valid driver's license; access to a personal vehicle is a plus.
- Must be able to work evenings and weekends as needed, especially every Thursday until 8pm.
- Expected to start work on Monday, February 19.

Compensation

This employee will be paid \$15/hour for approximately 10-15 hours/week.

Application process

Send letter and resume to Andrew Goodman, Community Engagement Director, NKCDC, agoodman [AT] nkcdc.org. All candidate resumes are given due consideration and are kept on file for one year, but we cannot always respond personally due to the high volume of inquiries.

NKCDC provides Equal Employment Opportunity (EEO) to all persons regardless of age, race, national or ethnic origin, gender identity or expression, religion, language, political beliefs, sexual orientation, or physical ability.