



JOB POSTING

Agriculture Coordinator I

Full-time (30 hours/week)

ABOUT US

Inter-Faith Food Shuttle envisions a hunger free community. Our mission is to feed our neighbors, teach self-sufficiency, and grow healthy foods by cultivating innovative approaches to end hunger. As a Feeding America partner food bank, the Food Shuttle distributes over 13 million pounds of food per year, half of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 16-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

The Farm Coordinator I is responsible for implementing the day-to-day production aspects of the Food Shuttle Farm to ensure the timely execution of all farm activities in collaboration with the Farm Manager and Agriculture Team. The scope of the position includes executional and educational aspects of crop planting, irrigation, maintenance, harvest, and processing, as well as field, grounds, greenhouse, facility, and equipment maintenance. This position works closely with staff and volunteers to ensure program goals are met and offers a strong entry point for developing hands-on production experience, including through participation in a registered farm apprenticeship program where applicable. The Farm Coordinator I reports to the Farm Manager and is based at the Farm in Raleigh. Occasional daytime travel to other Food Shuttle sites and locations in our service area is required as needed.

DUTIES AND RESPONSIBILITIES

- Facilitate success of production goals in collaboration with the Farm Manager and Farm Coordinator II staff.
- Communicate and adhere to GAP, food safety, and food handling procedures at all points of the production process.
- Record, complete, and communicate all necessary documentation.
- Execute all aspects of Farm crop production including mechanized aspects of field preparation, planting, cultivation, and pest control in all growing spaces.
- Lead regular volunteer shifts and additional groups as needed.
- Operate Farm machinery and equipment to perform necessary tasks as required.
- Implement transplanting and greenhouse operations including seeding, watering, fertilizing, and integrated pest management practices.
- Ensure harvested crops meet established standards for quality and quantity.
- Build soil health through soil management including application of amendments and stormwater management.
- Assist in the maintenance and sound mechanical and cosmetic condition of all Farm machinery.
- Perform cleaning, maintenance, and basic repair of facilities as needed.

- Communicate regularly with the Farm Manager and Agriculture Team about progress, difficulties, and needs related to Farm production.
- Assist with other Agriculture programs including the Learning Gardens and Gardens for Everyone as needed.
- Attend and participate in all Department and All-Staff meetings, report progress, and collaborate across departments for more effective programming.
- Represent and promote the Food Shuttle at local events, workshops, meetings, conferences, etc.
- Perform other related duties as assigned.

QUALIFICATIONS

- High school diploma, GED, or equivalent combination of experience, training, and/or education in agriculture, farming, or a relevant field that provides the necessary directly relevant skills, knowledge and abilities to perform assigned tasks required.
- 1+ years of successful experience in farming, preferably on a diversified produce farm required.
- Valid North Carolina Driver's License and insurable driving record required.

CORE COMPETENCIES

- **Flexibility:** Openness to different and new ways of doing things; willingness to modify one's preferred way of doing things.
- **Results Orientation:** The ability to focus on the desired result of one's own or one's unit's work, setting challenging goals, focusing effort on the goals, and meeting or exceeding them.
- **Initiative:** Identifying what needs to be done and doing it before being asked or before the situation requires it.
- **Attention to Communication:** The ability to ensure that information is passed on to others who should be kept informed.

WORKING CONDITIONS

- Frequent interaction with volunteers.
- Frequent, potentially heavy physical work outdoors in all weather conditions and temperatures can be anticipated with extended hours as needed.
- Light computer work is expected.

PHYSICAL REQUIREMENTS

- Must have manual dexterity, corrected vision, speech, and hearing to normal range or special accommodations made of sufficient nature for completion of assigned tasks.
- Must be able to safely lift and carry 50 lbs. unassisted.
- Must be able to frequently stand, lift, bend, sit, kneel, and work on your feet for an extended period in outdoor settings in a variety of weather conditions

DIRECT REPORTS

None

EEO, ADA, and E-Verify

Equal Employment Opportunity (EEO): Inter-Faith Food Shuttle provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: Inter-Faith Food Shuttle is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact recruiter@foodshuttle.org.

Inter-Faith Food Shuttle validates the right to work using E-Verify. Inter-Faith Food Shuttle will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

COMPENSATION & BENEFITS

Pay Range: \$18.56- \$20.00 per hour based on qualifications and experience. Benefits include medical, dental, life, and long and short-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and twelve (12) paid holidays annually.

TO APPLY

Please send **resume and cover letter** to recruiter@foodshuttle.org.

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.