

## St Luke's Episcopal Church - Food Access Coordinator

### Job Description

**St Luke's Mission is Simple:** CONNECT all people, let them DISCOVER God's love, empower them to SERVE, and watch them GROW.

### Position Description

The Food Access Coordinator leads all initiatives that operate with the intended goal of furthering the St. Luke's mission of "growing" community. This person plans and coordinates all activities and promotional efforts for the Jamestown Mobile Market, 'Eat Fresh Do Good' Community Supported Agriculture (CSA) program, GROW Jamestown Community Garden, and other events/programs in order to empower local residents to participate in a positive and sustainable local food system. In addition, this person works with other organizations and groups to endorse and operate related activities, fundraising events, and advocacy endeavors.

This is a full-time hourly position (minimum 35 hours per week; increased hours available during market season-June through October) with the primary responsibility being the day-to-day operation of the Jamestown Mobile Market program. This will include an on-site presence at the mobile market during all market hours, as well as off-site work during non-market hours. In addition, the Food Access Coordinator will represent the market to area farmers, the consumers, and to the community.

This person does not supervise any paid staff, but does supervise unpaid volunteers.

This person reports directly to: Rector Luke Fodor

2023 Hourly Hiring Salary: \$14.70/hr - \$15.00/hr

2023 Hourly Position Salary Range:: \$14.70/hr - \$19.89/hr

### Position Benefits

- Potential for work-from-home
- Flexible work hours outside of mobile market and CSA distribution hours
- Flexible paid time off (PTO)
- Cell phone reimbursement
- Individual Health Benefits
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### Key Responsibilities

### **Mobile Market - Planning and Sales of Produce in Pre-Identified Areas (60% of time)**

- Facilitates the recruitment and coordination of mobile market volunteers
- Facilitates the coordination between St. Luke's and Mobile Market host sites
- Establishes purchase agreements between local farmers/vendors for mobile market produce weekly
- Oversees and manages weekly mobile market set-up, sales, and break-down at each of the pre-identified sites
- Coordinates educational opportunities related to the Mobile Market (in partnership with Eat Smart NY, Cornell Cooperative Extension etc.)
- Coordinates with NYS Ag and Markets and other partners for implementation of SNAP, Double Up Food Bucks, and WIC programs
- Creates and distributes posters and all print media in relation to the Mobile Market
- Facilitates social media and email communication regarding the Mobile Market
- Maintains all necessary records and budget pertaining to the Mobile Market
- Provide St. Luke's Episcopal Church with a 'program impact' report annually to help facilitate future funding

### **'Eat Fresh Do Good' Community Supported Agriculture (CSA) Program (20% of time)**

- Facilitates the recruitment and coordination of CSA volunteers
- Establishes purchase agreements between local farmers/vendors for CSA produce weekly
- Facilitates CSA share sales and CSA Member Communication
- Oversees and manages weekly CSA share distribution throughout the season
- Oversees the donation/disposal of leftover CSA shares as needed
- Creates and distributes posters and all print media in relation to the CSA program
- Facilitates social media and email communication regarding the CSA program
- Maintains all necessary records and budget pertaining to the CSA program
- Provide St. Luke's Episcopal Church with a 'program impact' report annually to help facilitate future funding

### **Grow Jamestown Community Garden (15% of time)**

- Supervises the organization and oversight of the community garden program annually
- Identifies and coordinates with Community Garden Leader to maintain related rules and agreements
- Creates and distributes posters and all print media in relation to the Grow Jamestown Community Garden program
- Facilitates social media and email communication regarding the Grow Jamestown Community Garden program
- Oversees the implementation of additional GROW Jamestown related initiatives including the 'Great June Seedling Giveaway'

- Ensures that all lease agreements are met and facilitates communication with the community garden land owner
- Maintains all necessary records and budget pertaining to the Grow Jamestown Community Garden program
- Provides St. Luke's Episcopal Church with a 'program impact' report annually to help facilitate future funding

#### **Additional Responsibilities (5% of time)**

- Other tasks related to St. Luke's Food Access programs/events (ex. Fundraisers; community workshops etc.) per Rector or Vestry Board
- Coordinate data collection for and assist with Grant preparation and writing

#### **Required Qualifications**

- Comfortable working in a community based setting and has a sensitivity to cultural diversity
- Ability to initiate project work and sustain activities through completion
- Ability to work independently and provide regular updates to supervisor
- Passion for promoting local food systems, sustainable agriculture, and small businesses
- Strong written and verbal communication skills; ability to network and build relationships
- Computer skills: Microsoft Office Suite (excel, word); social media
- Ability to lift and carry up to 30 lbs
- Valid driver's license and reliable vehicle
- Flexible work schedule (not necessarily 9:00 am to 5:00 pm Monday through Friday)
- High School Diploma required; Bachelor's Degree preferred

#### **Preferred Qualifications**

- Previous experience with food systems
- Previous experience with sustainable agriculture
- Previous experience working with and or supervising volunteers
- Posses a friendly, engaging, and personable demeanor

\*A note to potential candidates: Studies have shown that women, trans, non-binary, BIPOC, and other candidates from communities made vulnerable are less likely to apply for positions as they may believe they do not meet every individual qualification as outlined in the job description. We are dedicated to building a diverse and inclusive organization and are most interested in finding the best candidate for the job. That individual may be one who comes from a background less traditional to our field of work, and that's welcome. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. St. Luke's Episcopal Church is an equal opportunity employer and encourages candidates of diverse backgrounds to apply.

**Interested Candidates are asked to provide the following to: Rev. Luke Fodor**

- Cover letter
- Resume including outline of past experience
- 3 professional references

**Applications can be sent:**

- Via email to: [luke.fodor@stlukesjamestown.org](mailto:luke.fodor@stlukesjamestown.org)
- Via mail to: Luke Fodor, 410 N. Main Street, Jamestown NY 14701