

Green Mountain Farm-to-School Food Hub Coordinator

Location: Newport, Vermont

Position Description

Green Mountain Farm-to-School seeks a dynamic, mission-driven food systems professional with strong business and organization skills to support the growth and operations of our food hub. The Food Hub Coordinator will develop, manage, and grow Green Mountain Farm Direct (GMFD), a project of Green Mountain Farm to School. GMFD is a growing regional food hub focused on improving access to fresh, affordable, high-quality Vermont food for people living in the most rural areas of Vermont. GMFD serves an area known for its rich agricultural landscape, independent thinking, and community mindedness. Our farmers have generous spirits and our customers value the connection we foster with their neighbors who grow and produce the food they eat. Green Mountain Farm Direct (GMFD) is a regional food hub distributing local food to schools, institutions, and other sales outlets in northern Vermont. GMFD works with over 30 local farms to provide a variety of local foods including apples, meat, vegetables, grains, eggs, and dairy. Annual sales are \$350,000+. The Food Hub Coordinator reports to the Program Director.

The Food Hub Coordinator will:

- Manage daily operations including accurately receiving and processing customer orders, responding to customer inquiries, coordinating with distribution partner, generating and distributing weekly product list
- Build and maintain relationships with schools, farms, senior meal sites, restaurants, grocers, other institutions, and collaborators in local food distribution
- Maintain ordering database and Green Mountain Farm Direct website
- Provide technical assistance referrals for customers and vendors
- Participate in strategic planning process for Farm Direct, prioritize actions based on best fit with program's mission and on potential to ensure long term viability
- Create and implement training, professional development, and special events for buyers and farmers
- Develop and implement evaluation tools; collect, analyze, and report data for program evaluation
- Provide general operational and administrative support to the organization, as necessary

Qualifications

- A Bachelors degree or equivalent experience
- Strong customer service skills
- Detail oriented with excellent organizational and computer skills
- Ability to interact with customers in a friendly and professional manner, in demanding and fast-paced environment
- Self starter who can work independently
- Flexible; able to prioritize and manage workload in an evolving work environment
- Demonstrated ability to establish effective and productive working relationships with co-workers and individuals/groups with diverse interests and perspectives
- Knowledge of local food systems and sustainable agriculture

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Compensation: This is a full-time position (40 hours/week) with salary and benefits commensurate with experience.

To Apply: Submit a cover letter, resume, and three references to jobs@gmfts.org. No phone calls please. Position opened until filled. EOE.

About Green Mountain Farm-to-School

Green Mountain Farm-to-School (GMFTS) is a nonprofit organization promoting the health and wellbeing of Vermont's children, farms and communities by providing programs to connect schools and farms through food and education. We do this by building school gardens, delivering local food to schools and institutions, and educating the community about healthy food choices. For more information about GMFTS, please visit www.greenmountainfarmtoschool.org.