



## Fresh Food Box Site Coordinator

Greenmarket, a program of GrowNYC  
51 Chambers Street Suite 1231, New York, NY 10007  
Phone – 212.788.3581 Email – [ntucker@grownyc.org](mailto:ntucker@grownyc.org)

### Organization Information

For over 45 years, GrowNYC has been transforming communities throughout the five boroughs by giving New Yorkers the tools and resources they need to make our city cleaner, healthier, and more sustainable. Whether it's operating the world famous Union Square Greenmarket, building a new community garden, teaching young people about the environment, or increasing recycling rates through education, GrowNYC is hard at work in your neighborhood. GrowNYC is a privately-funded 501(c)(3) not-for-profit organization.

### Fresh Food Box Program Summary

Greenmarket Co., GrowNYC's local food aggregation and distribution program, powers innovative programs that make fresh and healthy local food accessible to underserved families and communities. The Fresh Food Box program allows individuals to purchase mixed boxes of affordable, seasonal produce from local farms on a week-to-week basis and pick them up at a community distribution point, providing the convenience and quality of a CSA without the season-long commitment.

### Site Coordinator Duties

- On-site management of two to three Fresh Food Box distribution sites, from July to the end of November.
- Attend training in June
- Attend weekly meetings and office work
- Maintain organized records of bags purchased, income in cash and EBT, and report this information to the Fresh Food Box Program Coordinator
- Create/curate appropriate outreach and educational materials in the Greenmarket office
- Create/curate produce selections for two to three Fresh Food Box distribution sites.
- Work with community partner to conduct outreach to build participation in the food box program.
- Reporting on activities and participant feedback
- Conduct professional and productive community partnerships with various organizations.

### Ideal Qualifications

- Experience with grassroots community outreach
- Interest in food and health, and related issues – such as cooking, nutrition, health
- Interest in farmers markets and/or related issues – such as urban planning, food systems, sustainable agriculture, event planning, small business administration, economic development
- Familiarity with Microsoft Office and Google Documents. Experience with design programs a plus
- Excellent time management and organizational skills
- Strong communication skills, both written and verbal
- Flexible and easy going
- Enjoys talking with people of various backgrounds
- Ability to work outdoors in various weather conditions
- Able to lift 50 lbs
- Fluency in Spanish a plus

The Fresh Food Box Site Coordinator position pays \$15/hour and does not include benefits. The position begins in June on a part-time seasonal basis, beginning with 5-8 hours a week during training, and grows to roughly 20-30 hours/week from July to the end of November. Please submit cover letter, resume and three references to [ntucker@grownyc.org](mailto:ntucker@grownyc.org). Please write "Fresh Food Box Site Coordinator" in the subject line. Please also include where you heard about the position in your cover letter. GrowNYC is an Equal Opportunity Employer.