



Job Posting

Distribution Coordinator- Temporary

The Hudson Valley Farm Hub is seeking a customer service-oriented and reliable individual to join our team as a Distribution Coordinator. The position is temporary to fill in during staff parental leave, from August 2020 to March 2021. The Hudson Valley Farm Hub is a non-profit center for resilient agriculture on 1,500 acres of farmland in Hurley, New York. Founded in 2013, we offer farmer training, host agricultural research, and support regional access to food.

Position Summary: The Distribution Coordinator will work in close collaboration with the Community Food program team and the Post-Harvest Coordinator to support the Farm Hub's efforts to provide access to healthy food, maintain produce quality and expand our delivery infrastructure in support of our overall mission of an equitable and ecologically resilient food system in the Hudson Valley. The position reports to the Associate Director for Programs.

Essential Duties and Responsibilities:

- Coordinate distribution to and management of the winter market at the Kingston YMCA
- Interface with customers and non-profit partner organizations on sales and donations of produce
- Reconcile invoices and delivered product to maintain accurate records
- Assist with daily inventory tracking to ensure accurate availability of product
- Accurately maintain appropriate paperwork, such as bills of lading and daily delivery logs
- Efficiently and carefully load and unload delivery truck
- Safely and efficiently operate Farm Hub refrigerated box truck, and other vehicles as necessary, for single day delivery routes of produce and grains
- Maintain truck cleanliness
- Attend all relevant Farm Hub trainings
- Abide by all transportation laws and maintain a safe driving record

Qualifications:

- Ability to communicate in a friendly professional manner with customers and partners
- Excellent communication skills and ability to work collaboratively as part of a close-knit team
- Superior attention to detail
- Demonstrated interest in food systems, agriculture and/or food access

- Minimum 3 years driving experience, preferably in the food sector and with large box truck
- Experience operating a forklift, or willingness to be trained
- Experience using MS Office software, Excel proficiency preferred
- Full range of mobility required, including bending and crouching, as well as the ability to lift up to 50 lbs.
- Demonstrated ability to drive large vehicles safely and efficiently
- English proficiency required and Spanish proficiency preferred

FLSA Classification: Exempt

As an Equal Opportunity Employer, the Hudson Valley Farm Hub is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders, and sexual orientations, and differently-abled people.

Please email a resume, cover letter, and three references to mcahill@hvfarmhub.org by July 30, 2020.