Job Posting
Market Coordinator
Part-Time

The Hudson Valley Farm Hub (HVFH) is a non-profit center for resilient agriculture located in Ulster County, New York. Founded in 2013, HVFH is dedicated to fostering an equitable and ecologically resilient food system in the Hudson Valley. We provide professional farmer training, host and conduct research, cultivate language justice, and support food access efforts in the region through food donations and innovative mission-aligned programming. We grow grains, cover crops, and vegetables with production taking place year-round across 1,500 acres of farmland and a suite of greenhouses. A diverse, multi-lingual staff of ~60 employees serve in varied roles in areas of administration, farm operations, and programs.

We are seeking a customer service-oriented and reliable individual to join our team for the newly created position of Market Coordinator. This is a part-time position.

Position Summary
The Market Coordinator will report to the Distribution Manager and will work in close collaboration with members of the Community Food and Operations teams to support the Farm Hub's mission and goals for providing access to fresh, healthy, local food to the community. This individual will be responsible for coordinating the Farm Hub booth and conducting sales at various local farmer’s markets locations in the Hudson Valley region which will be focused on sales of grain products such as flours, dried beans, and grain corn products. Responsibilities include loading the Farm Hub vehicle with market supplies and products, driving to and from the markets, set-up and breakdown of the booth, customer service and market sales, inventory tracking of market supplies and products, and some basic record keeping duties as needed.

Essential Duties and Responsibilities
• Safely and efficiently operate delivery truck and other vehicles as necessary for transportation of market-related products and equipment.
• Set-up booth and arrange merchandise to create an attractive display and promote sales
• Take-down booth and organize merchandise for safe transportation and ease of inventory management
• Monitor inventory levels of product and assist with market preparations
• Maintain a friendly and professional demeanor when assisting customers and in working with Farm Hub colleagues
• Confidently interact with the public as a representative of the Farm Hub including answering questions when able and passing along appropriate contact information when unable
• Attend all required Farm Hub meetings and trainings, including training for the use of job-related equipment such as forklifts, pallet jacks, and vehicles, as well as food and farm safety
• Accurately maintain appropriate paperwork, such as vehicle logs to comply with GAPs and other protocols
• Abide by all farmers markets policies
• Attend meetings, as needed, and provide feedback to help shape our collective work
• Ability to work well independently as well as part of a team working toward a common set of goals
• Other duties as assigned

Qualifications
• Minimum 2 years relevant experience such as customer service, food sales, and/or food distribution, with farmer’s market experience preferred
• Familiarity with food and agriculture, or a demonstrated willingness to learn, and the ability to speak clearly and knowledgeably with customers
• Superior attention to detail
• Full range of mobility required, including bending and crouching, as well as the ability to lift heavy items up to 50 lbs.
• Ability to communicate in a friendly professional manner with customers and co-workers
• Working knowledge of computer programs such as MS Excel, Google Sheets, MS Outlook, and MS Word
• English language proficiency required; Spanish language proficiency strongly preferred
• Commitment to and willingness to deepen understanding of the Farm Hub’s mission and values of equity and ecological resilience
• Demonstrated ability to participate in and foster a work environment of mutual respect and collaboration; ability to develop positive working relationships and problem solve with people of different backgrounds
• Valid driver’s license and clean driving record

This is a part-time, non-exempt position with a work schedule of 15-19 hours per week. The pay rate is $21 per hour.

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 jscott@hyfarmhub.org. Applications will be reviewed on a rolling basis beginning January 2022. Start date is estimated as March 2022.