

# Produce & Agricultural Coordinator

## Job Summary:

Procure produce and other agricultural products to meet the nutritional needs a food insecure families in our 11 county service area. Procurement methods will include solicitation of donations, purchasing products, and other hybrid methods. Maintain excellent relationships with local, regional, state and national donors of agricultural products. Coordinate seasonal gleaning program and serve as a support and back up to the Food Rescue and Food Sourcing Coordinators.

In the performance of their respective tasks and duties all employees are expected to conform to the following:

1. Perform quality work within deadlines with or without direct supervision.
2. Interact professionally with other employees and external customers.
3. Work effectively as a team contributor on all assignments.
4. Work independently while understanding the necessity for communicating and coordinating work efforts with others.

**Duties and responsibilities** include the following. This list is not all-inclusive and other duties may be assigned.

- Work to maximize acquisition of affordable products from Pennsylvania growers, with an emphasis on produce.
- Work across teams and with Inventory Control Coordinator to forecast demand and acquire sufficient quantity and quality of produce to meet demand—while adhering to Just in Time methodologies to preserve quality and prevent loss of product to spoilage.
- Provide technical assistance to food bank staff regarding produce handling and storage.
- Participate in budget planning; track and monitor produce budget and work to maximize value of product secured in relation to resources expended to procure it.
- Conduct research to identify and recruit new donors and vendors, specifically farmers and producers of agricultural products. Build and maintain donor relationships; cultivate donor stewardship strategies for long-term donor retention. Collaborate to ensure that donor cultivation efforts are well coordinated, executed, evaluated, and tracked.
- Coordinate the Gleaning Program by communicating with growers to solicit donations of gleaned crops. Conduct gleaning projects and collaborate with our Development Department and agencies to recruit and expand gleaning volunteer base. Supervise volunteers at glean events.
- Collaborate with Development Department, external vendors, and member agencies, to plan and execute logistics for direct deliveries of both loose and pre-packed produce boxes.
- Work with Accounting Department to coordinate efficient handling and approvals of purchasing and receiving documents to pay vendors.

- Promote the mission of Second Harvest Food Bank to organizations, associations, and donors through marketing materials and attendance at conferences and industry events to increase awareness and develop new connections for Second Harvest.
- Collect, analyze and report meaningful, actionable data on food sourcing activities.
- Implement onsite routine visitation plan to donors.

**Education and/or experience:**

Bachelor's degree from an accredited institution in supply chain management, agriculture, food studies or related field or equivalent amount of training and experience.

**Qualifications**

- Knowledge of best practices for produce handling and/or direct agricultural experience required with two years' experience in procurement or agriculture preferred.
- Position requires excellent organizational skills and ability to work both independently and as part of a team, including leading teams of volunteers; flexibility and good judgment; ability to maintain a positive attitude and work environment.
- Ability to work in a fast paced and fluid donation environment.
- Ability to analyze data and derive business insights.
- Strong written and verbal communicator with interpersonal skills for networking and relationship management.
- Must be able to travel within network 50% of the time in the growing season.
- Must be able to work a flexible schedule and be willing to work beyond normal working hours, when necessary.
- Proficient in MS Office applications.

Job Type: Full-time

Salary: \$17.91 - \$21.57 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Shift:

- Day shift

Weekly day range:

- Monday to Friday
- Weekends as needed

Work Location: In person