



**Position Title:** Farmers Alliance™ Program Manager

**Schedule:** FT/Exempt: 40 hours M-F occasional weekend day

**Reports to:** Director of Operations

**Supervises:** Associate, Volunteers, Interns, Apprentices

**Salary:** \$53,000 - \$56,000 Depending on experience

**Organization Overview:** Bounty & Soul is an innovative, grassroots, community-based organization working to advance food and health equity by giving everyone a fair opportunity to eat well, be healthy, and thrive. We provide consistent access to nourishing food, health & well-being education, and a supportive community. We are an energetic, passionate, and committed team made up of a small but mighty staff, more than 400 volunteers, 100+ community partners and key stakeholders that are dedicated to advancing our mission.

**Position Overview:** This position oversees the Farmers Alliance™ Initiative, which focuses on collaboratively strengthening the local food system through building and maintaining Bounty & Soul's relationships with farmers, growers, gardens, businesses, and other food security organizations. This program is committed to community-led solutions to providing access to fresh, locally-sourced and grown foods through an equity and sustainability lens. This is a physical role that includes on-farm education to include planting, gleaning and harvesting, and participating in the transport and movement of farm fresh food.

**Diversity/Inclusion Statement:** The heart of Bounty & Soul's mission recognizes and celebrates diversity, inclusion, social justice, and community-led solutions to inequities. We believe that to fully embrace diversity and inclusion, everyone must feel seen, heard, respected, and valued. Within our team, we strive to nurture a culture where inclusion and diversity are a reflex, not an initiative - one that unifies us in a shared sense of celebration, care, respect, passion, and commitment to social and environmental responsibilities. In that spirit, we center community in all decision-making and carry out our mission in accord with community desires.

## **Duties and Responsibilities:**

### **PROGRAM MANAGEMENT**

- Oversee the sourcing, transportation, storage, processing, recording and distribution of all local food, ensuring compliance with food safety and sanitation.
- Make local food purchases.
- Manage local food inventory and communicate local food availability to pertinent staff.
- Create strategies and processes to build local food donations and purchases.
- Maintain and nurture reciprocal relationships with existing local food partners by collaborating on volunteering opportunities and promoting partner needs in the B&S monthly newsletter.
- Actively build new relationships with local farmers, growers, gardens, and businesses.
- Initiate, implement, and oversee any contract growing partnerships.
- Collaborate with other local/regional food organizations to ensure equitable access of locally-grown food.
- Ensure community input regarding local food offerings and programs.
- Work with Rooted in Health™ Manager to ensure educational resources are provided for local foods that are distributed at markets.
- Oversee planning and execution of DigDay, an annual community plant give-away and education event.
- Create, plan, and facilitate Farmers Alliance™ education such as gardening workshops, food preservation, regenerative practices, and partner garden cooking demos.
- Supervise Farmers Alliance™ program associates and support team.

- Supervise interns, volunteers, and apprentices.
- Willingness to contribute to the needs of the organization as may arise.

### **PHYSICAL WORK ACTIVITIES**

- Coordinate and manage harvest opportunities.
- Oversee the coordination and execution of on-farm educational opportunities.
- Drive company vehicle to pick up food or transport food from local farms, gardens, businesses, and gleaned sites as needed.
- Ensure that a well-rounded, nutritious, and culturally relevant choice of local foods is offered at markets each week.
- Set up and execute community markets with other team members. Oversee the presentation and distribution of all local foods at markets.

### **ADMINISTRATION**

- Manage an effective, consistent, and accurate local produce donation process for local food that is donated and purchased.
- Manage local food purchasing budget.
- Establish and maintain an inventory system for supplies related to cleaning, processing, packaging, and markets.
- Assist with content for grant reports as needed.
- Play an active role in regional food and agriculture initiatives and projects.

### **MARKETING**

- Oversee content creation for a monthly newsletter such as volunteer opportunities, program updates, upcoming harvest days, opportunities / news from other partner gardens, gardening education etc.
- Oversee promotion of the local food system through storytelling, social media, webinars, blogs, farmer features, written materials, and resources etc. Content often created by others.

### **Minimum Attributes:**

- At least 3 years of work experience in the agricultural field and/or local food systems (farming, gardening).
- Some purchasing and inventory control experience is preferred.
- Experience with food safety and sanitation.
- Experience with fresh food storage.
- Minimum 1 year in supervisory or management roles, 2-3 years preferred.
- Connection with local farming and agriculture.
- Strong organizational and leadership skills.
- Strong interpersonal, social, and communication skills.
- Strong written and verbal skills.
- Community engagement experience.
- Able to make decisions quickly and work collaboratively.
- Flexibility with job duties.
- Adequate computer and research skills.
- An understanding of and commitment to diversity, equity, and inclusion practices.

### **Requirements:**

- Valid and clean driver's license.
- Wear Closed Toe Shoes while performing duties.
- Ability to lift 50 lbs and do manual labor work for an extended period.
- Bilingual a plus.