

New Jersey Agricultural Society
Farmers Against Hunger Program Director
Job Description

The New Jersey Agricultural Society is seeking to hire a part-time Director for its Farmer Against Hunger program to oversee on-farm gleaning and other food waste reduction efforts throughout the state.

Location

The position is partially remote; however, it requires regular in-person visits to various locations throughout the state, such as staff meetings and events at NJAS facilities, gleanings at private farms, community outreach events, workshops, conferences, etc.

Gleaning & Produce Coordination

- Maintain records; a calendar of tentatively scheduled gleaning events, contact lists of gleaning farm partners and volunteers, donations amounts, receipts, timesheets, volunteer logs, truck logs, etc.
- Work with Outreach & Engagement Coordinator (OEC) to recruit and train gleaning volunteers, coordinate gleaning volunteers and farm schedules, and plan and execute related events
- Maintain gleaning container storage, collect containers as needed
- Help harvest crops on farms during gleaning events and provide support to volunteers
- Help distribute produce as needed
- Plan and execute Gleaning Week activities with the help of other staff

Outreach & Education

- Seek out potential new farm partners and volunteers to recruit for FAH activities
- Work with OEC to engage supporters and local leaders with FAH activities in their communities
- Assist Logistics Director with maintaining agricultural demonstrations at the Land Stewardship Center
- Develop and deliver nutrition education programming

Marketing & Fundraising

- Coordinate donation jar distributions and collections
- Prepare thank you notes, donation reports, posters, etc. for FAH produce and jar fundraiser donations
- Assist with designing and coordinating promotional materials
- Assist Strategic Development Director (SDD) with grant proposals, narratives, expense tracking, and reporting

Leadership

- Participate in organizational strategic planning and budgeting process
- Assess volunteer needs, work with OEC to recruit and manage program volunteers
- Pursue professional development opportunities
- Attend NJAS Board of Trustee meetings as requested and prepare appropriate reports

Qualifications

- Strong written and verbal communication skills
- Excellent organizational skills
- Ability to nurture and build relationships with compassion and positive energy
- Computer proficient, including knowledge of social media, Google Workspace
- Physical ability to work outside in difficult conditions and lift up to 50 pounds
- Valid driver's license

- Experience driving a box truck a plus
- Volunteer management and/or agricultural experience preferred
- ****FLEXIBILITY**** -to accommodate last-minute scheduling changes and additions, adverse weather cancellations, weekend needs

Compensation

This is a part-time position, 30 hours/week, 50 weeks/year, for an annual salary of \$37,500.

Additional hours/compensation possible for special projects, as assigned by the Executive Director and approved by the Board of Trustees.

Application

Email a letter of interest and resume with references to bmcminn@njagsociety.org with the subject of "FAH Program Director Application" by **Saturday, July 30, 2022**.