

New Jersey Agricultural Society
Gleaning Coordinator
Job Description

The New Jersey Agricultural Society is seeking to hire a seasonal, part-time Gleaning Coordinator for its Farmer Against Hunger program.

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.

Responsibilities

- Coordinate gleaning volunteers and farm schedules, and plan and execute related events
- Maintain records; a calendar of tentatively scheduled gleaning events, contact lists of gleaning farm partners and gleaning volunteers, receipts, timesheets, volunteer logs, etc.
- Work with Outreach & Engagement Coordinator to recruit and train gleaning volunteers
- Help harvest crops on farms during gleaning events
- Help distribute harvested produce as needed
- Seek out potential new farm partners to recruit for gleaning farm network
- Maintain gleaning container storage, collect containers as needed
- Work with Outreach & Engagement Coordinator to engage supporters through social media posts about gleaning
- Plan and execute Gleaning Week activities with the help of other staff

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 40 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, seasonal position for 20-30 hours/week (varies throughout season) for a 26-week period beginning in June and ending in November. Some weekends required.

Pay Rate: \$20/hour to start.

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 njagriculturalsociety@gmail.com with the subject of "Gleaning Coordinator Application" by **Saturday, April 30, 2022**.