**Gleaning Coordinator Job Description**

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

**Duties**

* Recruit community volunteers and organize pop-up gleaning events
* Recruit, schedule, and coordinate corporate, school, faith community, and service volunteer groups
* Visit potential farm produce donors to provide information about the program and recruit new farm partners
* Maintain a calendar of tentatively scheduled gleaning events
* Help with harvest of crops on farms at gleaning events
* Help with delivery of harvested produce as needed
* Maintain storage of gleaning containers and collect containers as needed
* Engage supporters through gleaning social media posts and maintain positive relationships with both farmers and volunteers throughout the year
* Plan and execute Gleaning Week activities with the help of other staff
* Work with farm markets and Christmas tree growers to manage the Pounds for Pennies jar fundraiser. Call farms for annual participation, deliver new jars, collect money, recruit new markets and growers

**Qualifications**

* Strong written and verbal communication skills
* Excellent organizational skills
* Ability to nurture and build relationships with compassion and positive energy
* Computer proficient – email, social media, Google Suite
* Physical ability to work outside in difficult conditions and lift up to 40 pounds
* Must have own transportation – pickup truck or SUV preferred
* Volunteer management and/or agricultural experience preferred
* Experience driving a box truck a plus
* \*\*FLEXIBILITY\*\* - ability to accommodate last minute scheduling changes and additions, adverse weather cancellations, weekend needs

**Requires some weekends**

**Average 20-30 hours per week (varies by month and # of gleanings)**

**Pay Rate: $17/hour to start**