



Taproot Farm & Environmental Education Center

nourishing food ~ healthy environment ~ strong community

101 Main Street, Lancaster, NH 03584

(603) 788-4183

www.taprootnh.org

Food Access and Community Engagement Coordinator Job Description

About the Program:

With a focus on food sovereignty and food waste, our Food Access program strives to increase equitable access to fresh, nourishing, local food that is grown with healthy agricultural practices. We believe income level, demographic, or geographic location should never be a barrier to being an active participant in one's local and regional food system. We believe that everyone has a right to live in a healthy environment, and that connecting people to place through their food is a leverage point for care for the environment.

About the Position:

Our Food Access (FA) Coordinator is an enthusiastic, outgoing leader who works to connect local agriculture with food insecure families and individuals through a variety of programs and services. We are looking for an individual who is willing and eager to grow our Food Access programming with thoughtfulness, creativity, and initiative, including developing and piloting new programs with community partners. This is a multi-faceted position well suited for an outgoing community organizer who is a systems thinker and has the vision, empathy, and grit to work solo, with our established partners, and collaboratively with Taproot's other team members. This is a fun, diverse position that gets you out into the community but also includes administrative duties. Between April and October when all of our programs are in full swing, the position does require a great deal of flexibility with scheduling. The FA Coordinator will oversee a part-time, seasonal Food Access Assistant between May and October. The FA Coordinator will also work closely with community partners, volunteers, and our community gardeners. The FA Coordinator will work out of our Marketplace and may be asked to support our Marketplace Staff when needed. Additionally, they will work in the field, including our community garden.

Essential Duties & Responsibilities:

Lancaster Community Garden

- Lead and oversee all community garden Open/Close the garden for the season
- Oversee maintenance, which includes, but is not limited to, maintaining beds, compost bins, mowing, turning on/off water at beginning/end of season, etc.
- Promote and register gardeners
- Host a mandatory spring orientation and work day for gardeners
- Develop a grow plan for the 6 food access beds
- Maintain communication with gardeners throughout the growing season



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- Organize volunteers to help plant, harvest, and clean up food access beds at the end of the season
- When needed, organize volunteers to help with gardeners who need assistance

Gleaning

- Support our existing partnerships with local farmers and recipient organizations
- Work with our Food Access Assistant to organize and oversee gleans with our partnering farms, with the goal of rescuing food that would otherwise go to waste
- Seek out gleaning opportunities with existing farms and non-operating orchards/farms in our community to collect produce that would otherwise go to waste
- Organize gleaning opportunities after local farmers markets
- Collaborate with other Gleaning organizations in New Hampshire and Vermont to coordinate group gleans
- Recruit and organize Plant-a-Row gardeners (planned gleaning) in the spring and coordinate harvest and drop off in early summer and late fall

Farm Share CSA

- Work closely with our Marketplace staff on pricing and pick-up coordination
- Promote and register Farm Share CSA members
- Maintain communication with Farm Share CSA members and our partnering farms
- Collect qualitative and quantitative data from members at the end of the season
- Submit monthly grant reports

SNAP Incentives

- Promote our SNAP incentive programs - Double Up Bucks NH (DUBNH) at our Marketplace and Granite State Market Match (GSMM) at the Lancaster Farmers Market
- Submit monthly reports
- Maintain positive relations with our partner, the Lancaster Farmers Market

Volunteers

- Recruit and oversee volunteers who will: help with gleaning; assist with the plant-a-row; help with planting, weeding, harvesting, and clean up of the food access beds at the community garden; and assist gardeners who may need assistance
- Organize and host an annual spring Volunteer Training

Administrative

- Work closely with our Executive Director to develop an annual budget for the Food Access program
- Promote the Food Access program on social media and in our newsletter
- Oversee our seasonal Food Access Assistant and Interns
- Compile data for year-end reports
- Maintain food donation and volunteer database
- Be an ambassador for food access in the north country and specifically our programs and services by seeking out and developing relationships with like minded organizations
- Attend meetings and conferences as necessary



- Develop new programming

Minimum Qualifications:

- BA/BS and experience working for a nonprofit organization OR 2-3 years experience in a leadership position
- Excellent verbal and written communication
- Comfortable with public speaking
- A desire to work for a nonprofit organization, and alignment with Taproot's mission
- Experience working with and overseeing volunteers
- Ability to work a flexible schedule that may include some weekends and possibly an occasional evening
- Possess knowledge of and demonstrate passion and support for local food systems
- Possess the following personal characteristics: fearless self-starter, creative, problem-solver, flexible, self-motivated, self-directed, positive, high energy, good sense of humor, level headed, hard worker, organized, empathetic & exhibits patience and understanding
- Ability to lift, push, or pull 50 pounds
- Reliable transportation

Desired Qualifications:

- Familiarity with gardening or farming
- Knowledge of our service region, or willingness to learn
- Ability to communicate in a second language

Compensation and Benefits:

- This is a Full Time position with a starting pay of \$17.00/hour
- 10 paid holidays, Paid Time Off after 3 months
- 10% off retail items at the Marketplace after 3 months
- Community garden plot

To Apply:

Please send the following materials to info@taprootnh.org

- Cover letter, including
 - Your education, background, skills, & experience
 - Your interest in Taproot's mission
 - Experience living and working in rural communities
- Resumé
- Contact information for three professional references

Immediate Start. Open until filled. No phone calls or drop ins, please.

About Taproot Farm & Environmental Education Center:

Taproot Farm & Environmental Education Center (Taproot) is a registered 501c3 tax-exempt nonprofit organization. Our work is guided by our mission, which is educating, inspiring, and



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connecting communities to the land, to their food, and to each other. Our work falls under three distinct but integrated realms: Education, Food & Agriculture, Ecological & Community Stewardship. Our programs include a Marketplace, a variety of Food Access programs and services, and a diverse slate of education programs. While Taproot's work is varied, each of its programs stems from the central principle that healthy food, a healthy environment, and a healthy community are intimately linked and mutually supportive. With this principle in mind, Taproot's programs support three impact areas: economic viability, restorative food systems, and environmental education.

Taproot is a complete non-smoking/non-vaping environment - no exceptions.

Taproot has zero tolerance for child abuse or placing children in danger. Taproot requires all employees who work in a program which serves children, disabled persons, or the elderly to have a criminal record check performed annually.

Taproot is an equal opportunity provider and employer. We do not and shall not discriminate on the basis of age, race, color, creed, gender, gender identity, sexual orientation, ability, financial status, national or ethnic origin, or any other classification protected by law. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, participation in all programs, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and customers.

