**Job Title:** Farm to Table Program Manager and Administrator for Farmstand Local Foods, LLC

**Who We Are:** Farmstand Local Foods, LLC is a startup wholesale distributor of hyper-local farm foods serving Seattle metro area chefs, retailers, and childcare centers. Our mission is to help establish an economically and environmentally sustainable food system by facilitating and maintaining connections between producers and consumers in order to demonstrate the value and importance of viable local farms. We are a small team passionate about creating food systems change and are looking for someone to join us to oversee the Farm to Table Program and assist with weekly operations.

**Job Overview:** The Farmstand Local Foods (FLF) Farm-to-Table Program Manager (F2TM) serves as the chief ambassador between FLF and our key partners to advance the mission of developing a robust local food access system for underserved children in the Seattle Metro area. These partners include the City of Seattle, private, non-profit, and other public food access and childcare agencies, local sustainable farmers, and more. The F2TM combines exceptional interpersonal and communication skills with knowledge of the principles of local foods systems, food access and environment justice issues, food safety, and culinary culture to engage a wide array of stakeholders in our mission, with special focus on F2T initiatives. Overseeing the grant is incredibly rewarding work that requires someone who is naturally organized, team-oriented, and a proactive problem solver. In addition to F2T program management, this position will interface with our partner farmers and customers and include some administrative duties. Being on a small team means you will have the opportunity to wear many hats, learn new skills, and have a flexible and self-driven work schedule.

**Key Job Responsibilities:**

Farm to Table Program

* Oversee maintenance of the F2T contract with the City of Seattle
* Develop and manage partnerships and initiatives for F2T programing
* Develop weekly engaging educational content for F2T site directors
* Serve as primary liaison to farmers, non-profits and public-agency partners in F2T program
* Organize, hold and attend regular meetings with F2T site directors and program leads that facilitate site relationship and communication management, and regularly interface with directors
* Maintain and update sales platform and manage all F2T orders as necessary
* Play lead role in creating F2T social media content
* Work closely with FLF accountant to manage contract invoicing, reporting and all grant finances
* Provide careful attention to regulatory compliance including all state and federal food safety standards
* Occasionally deliver product to F2T sites as needed

FLF Operations

• Report to and collaborate with FLF Manager

• Assist Manager and FLF Logistics and Marketing Specialist to provide education and sales opportunities to sellers and buyers, such as farm tours and other networking events

• Help onboard and train farmers to FLF’s web platform and assist in the development and upkeep of inventories and farm profiles

• Provide excellent customer service to ensure satisfaction in aggregation and delivery services

• Transfer boxes of food product (up to 50lbs) in and out of vehicles and storage facilities

• Maintain appropriate food safety handling requirements, including cold-chain protocols for all FLF products and necessary record keeping

• Perform administrative tasks such as payment processing, record keeping, and maintaining organized physical and electronic files

• Make intermittent deliveries to commercial customers as needed

**Job Qualifications:**

Required Personal Skills

• In-depth knowledge of local and sustainable food systems, small-scale agriculture, and food access and environmental justice issues

• Exceptional customer-service and interpersonal communications skills

• Ability to communicate with and positively engage a clientele representing significant diversity

• High attention to detail, exceptional organization, innate ability to prioritize tasks

• Ability to work in a busy and multi-faceted work environment, accurately follow directions, follow-through with commitments and tasks, and be a proactive problem solver

Required Physical Skills

• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)

• Ability to read, write, and understand English and communicate by email, phone, and texts

• Ability to drive various vehicles (e.g Sprinter van, electric car, and large refrigerated box trucks)

• Ability to repeatedly lift and move up to 50 pounds

Other Requirements

• Must pass Washington State Background check upon job offer

• Valid Washington State Food Handler’s License (may obtain upon hiring)

• Valid Washington State Driver’s License and clean driving record (must submit driving record upon job offer and be insurable by FLF auto insurance policy)

• Personal vehicle or efficient mode of transportation to travel throughout King County

Additional Preferred Skills and Experiences:

• Previous (2+ years) grant management/project management experience

• Prior experience working in or with food access programs

* Fluency or proficiency communicating in Spanish, Chinese, and any other foreign languages

• Work experience on small scale farm(s) and/or in food service (serving/cooking/grocery/etc.)

• Experience with data entry and reporting

• Experience with entrepreneurial and innovative small businesses

• Experience or familiarity with web-based CRM and database platforms

• Sense of humor and flexible, adaptive, team-oriented personality

**Compensation and Schedule:**

The F2TM will be paid a base rate for FLF-specific work. F2T-related work will be compensated commensurate with an hourly rate negotiated annually with the City of Seattle. The position will provide up to 40 hours per week with over half of all hours dedicated to F2T work. Monthly sales bonuses will be offered for collaborative team sales goals beginning in May 2018. Benefits include:

• Healthcare Coverage including dental and vision

• Retirement Package – 401k Matching Program

• Student Loan Repayment Assistance

• Continuing Education Tuition Stipend/Reimbursement

• Work travel compensation

• Potential for earned equity in Farmstand Local Foods, LLC

**How to Apply:**

Please send a cover letter and resume to Austin Becker at austin@farmstandlocalfoods.com by February 23rd, 2018. Check out our website to learn more about what we do: www.farmstandlocalfoods.com