



## Local Food Hub & Office Lead

A food system encompasses the path food travels from farm to fork. It includes growing, harvesting, processing, distributing, marketing and disposing of food. Improve social justice in Rustbelt Appalachia by joining Grow Ohio Valley's efforts to cultivate local food systems. Grow Ohio Valley (GOV) is seeking a 4.5 month AmeriCorps member to serve as the Food Hub and Office Coordinator for our farming operation in Wheeling, WV. This person will also serve as support staff on our mobile farmers market. This role will include overseeing of our harvest and storage facility, with duties including:

- Keeping detailed records of all incoming and outgoing produce
- Maintaining food quality standards and cleaning of coolers and facility
- FSMA food labeling and storage standards
- Helping with daily on and off loads of mobile market
- Helping with CSA box creation and food portioning
- Maintaining daily direct communication with Sales and Aggregation Manager, Mobile Market Lead, and CSA Coordinator
- Creating Packing Slips and invoices for wholesale sales
- Working with office staff and accounting for invoice payments
- Helping maintain Sales and Purchase records
- Assisting with the Mobile Farmers Market (customer interactions)
- Working directly with contract farmers placing orders and receiving deliveries
- Occasional harvest assistance
- Creating composting projects
- General support of office and hub facility

**This is a unique opportunity that offers successful candidates exposure to all aspects of Grow Ohio Valley's food HUB and office. This is a 4.5 month position starting in June 1st and requiring 35 hours/week minimum.**

Candidates should have demonstrated interests in social justice, urban agriculture, education, and/or food systems work, with a desire to reduce poverty, a passion for service, and readiness to work with their hands. AmeriCorps members will be expected to attend organization and state trainings, participate in other service activities, and assist with other aspects of the GOV programs as necessary. Other active sites include an urban orchard, greenhouses, an urban farm, a mobile market, and cooking/gardening education programs

### Compensation and Benefits

- A modest living allowance
- An educational award
- Seasonal food contributions
- Low cost housing available

**TO APPLY:** Send a cover letter expressing your interest and why you are a good fit for the position and salary, as well as your understanding of AmeriCorps and National



Service, and the role of local food in a community. Include your resume and least two professional references. Applications will be accepted until Thanksgiving, or until the position is filled, whichever comes first.

### **Candidate Qualifications**

GOV is seeking an exceptional candidate who can play a strong role expanding our mission to improve food justice and create robust local food systems, while we build sustainable cash flows. While no requirement is hard and fast, ideal candidates would embody the following qualities, experience and background.

### **Essential Skills**

- Be familiar with operation of farm tools and other equipment
- Speak publicly to lead group discussions, training, and programs
- Write and speak competently and professionally
- Use a computer, including the Windows suite of programs, email, and social media
- Comfortably operate a large motor vehicle and possess a valid driver's license
- Lift fifty pounds

### **Preferred Educational Background/Experience**

- Agricultural labor experience
- Sales or customer service
- Agronomy
- Soil sciences
- Logistics Management