



## JOB POSTING FOOD RESILIENCE BOX COORDINATOR POSITION

### Position Summary

We seek a highly organized individual to coordinate the logistics of sourcing and assembly of our weekly Resilience Boxes of fresh and nutritious food for up to 100 families. Coordinator will assist the Partners with logistics of sourcing, organizing and preparing food boxes for pick up.

Coordinator is responsible for carrying out required safety and sanitation protocols to protect the team from COVID-19 exposure.

Communications with farmers and food producers can be done remotely, and box organization is completed between Saturday-Tuesday at Second Harvest Foodbank of Southern Wisconsin (aggregation site) with boxes going out for delivery on Tuesdays.

As the project grows, additional packing and delivery days may be added, increasing the flexibility of scheduled work hours.



### Position Background

De Granjas a Familias / Farms to Families was a Dane County COVID19 pandemic emergency response project led by Roots4Change Co-op and REAP Food Group (Partners) informed by the needs of Latino/Indigenous families, local, small, and minority scale farmers, food entrepreneurs of color, and community-based doulas; done in real-time, and respecting people's dignity. This opportunity aims to:

1. Deliver food twice a month to at least 50 families for 11-12 weeks (100 families monthly).
2. Procure and purchase at a fair price food from farmers and food entrepreneurs in Wisconsin, focusing on young, female and minority producers who serve Dane County.
3. Provide temporary employment to at least 3 community members who have lost their jobs to assist with delivery of the food.
4. Participate in the co-creation of educational and interactive materials in Spanish.

This position is being funded by Second Harvest Foodbank of Southern Wisconsin and Wisconsin Partnership Program.



## General Responsibilities

Exact duties will be assigned based on experience and best fit for coordinator:

1. Available minimum one day between Saturday-Tuesday to assist with packing 100 bags of food weekly at aggregation site alongside a small group of volunteers (scheduled by REAP) and REAP staff.
2. Communicate closely with REAP program manager to organize details of food deliveries and/or pick up times, food storage, and payment.
3. Assist R4C and REAP with identifying farmers and producers to provide fresh, culturally relevant food.
4. Maintain safe and hygienic work environment through regular hand washing, cleaning, and food safety precautions while receiving and packing food.

## Core Competencies

At a minimum, candidates will possess:

1. Positive attitude and strong work ethic.
2. Very strong organizational skills and prompt communication follow through.
3. Problem solving skills in relation to logistics and communication.
4. Ability to apply verbal and written communication skills to multiple individuals/groups at a time.
5. Desire and capacity to be trained quickly.
6. Ability to lift boxes of up to 50 pounds.

## Position Logistics:

- Apply [HERE](#).
- Interviews will happen on a rolling basis.
- Time Commitment: Hourly, 8-13 hours / week.
- Compensation: \$22/hours.
- Timeframe: Start mid August to early November (some flexibility in start-end time is required).
- For more information: [jobs@reapfoodgroup.org](mailto:jobs@reapfoodgroup.org) or [soporte@roots4change.coop](mailto:soporte@roots4change.coop).

