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.

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.

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 Feeding America, Second Harvest Foodbank of Southern Wisconsin and Wisconsin Partnership Program.
General Responsibilities

Duties will be assigned based on experience and the best fit for the coordinator:

- Available minimum one day between Saturday and Tuesday to help pack 50-75 bags of food weekly at the aggregation site along with a small group of volunteers (scheduled by REAP) and REAP staff.
- Communicate closely with the REAP Program Manager to arrange details of food deliveries and/or pickup times, food storage, and payment.
- Help R4C and REAP identify farmers and producers to provide fresh and culturally relevant food.
- Maintain a safe and sanitary work environment through regular hand washing, cleaning, and food safety precautions when receiving and packaging food.

Needed Competencies

As a minimum, candidates must possess:

- Positive attitude and strong work ethic.
- Very strong organizational skills and quick communication.
- Problem-solving skills related to logistics and communication.
- Ability to apply verbal and written communication skills to multiple individuals/groups at once.
- Willingness and ability to train quickly.
- Ability to lift boxes up to 50 lbs.
- Bilingual English/Spanish is a PLUS!

** Latina/e/x/indigenous people and women are encouraged to apply.

Position Logistics

Apply here.

Applications will be reviewed as they come

Time Commitment: Hourly, 8-13 hours/week.

Compensation: $22/hour.

Timeframe: two years.

Information @:

jobs@reapfoodgroup.org
soporte@roots4change.coop