



Intervale Center Employment Opportunity

Food Access Manager

Summary of Position:

The Intervale Center seeks a dynamic, mission-driven Food Access Manager to join our team in Burlington, Vermont. For 35 years, the Intervale Center has led a community food revolution that sustains farms, land, and people. We have pioneered farm and food innovations in local food development, commercial composting, riparian restoration, farm business incubation, gleaning, and food hub development.

The Food Access Manager implements year-round free food distributions, works on program development with the Food Hub Manager, and participates in local and statewide conversations around food security to increase the Intervale Center's involvement in addressing the root causes of hunger. The Food Access Manager is responsible for coordinating gleaning efforts, managing the Fair Share CSA, and organizing winter pop-up distributions. This position is part of the Intervale Food Hub team and reports to the Food Hub Manager. The Food Access Manager will work closely with the Food Hub Operations Coordinator and lead volunteers in successfully operating a dignified space to serve our community's needs.

Roles and Responsibilities:

- Oversee year-round food distribution program, including the Fair Share program and winter distributions. Create a welcoming and dignified space for the people we serve.
- Manage all organizational gleaning efforts. This includes on-farm gleaning, maintaining ongoing professional communications, and volunteer management.
- Ensure that harvest, post-harvest handling, storage, and distribution activities maintain high quality food safety standards.
- Manage winter food distributions through aggregation and ordering food, communications, operations, and logistics involved with hosting monthly distributions December-June.
- Host Thanksgiving Fairshare and coordinate turkey donations with Queen City Saints.
- Manage and organize staff, interns, and volunteers for all aspects of the program. Oversee safety in the field and in the Food Hub.
- Support the Community Food Production Manager with planning, implementation, and volunteer recruitment to cultivate food at the People's Farm and garden to distribute through various distribution outlets.
- Develop and maintain community partnerships that support successful program implementation.
- Develop and deliver educational materials and resources for all program partners as appropriate.
- Track and record all quantitative and qualitative data; prepare end-of-year reports, contribute to grant applications and reports and annual program evaluations.

- Work closely with the Food Hub Manager to prepare the annual budget for Food Access and support long-term strategic program development for the Intervale Food Hub.
- Work closely with the Food Hub Operations Coordinator to ensure facilities are maintained and shared space protocols are followed.
- Participate in the Vermont Gleaning Collective, Chittenden County Hunger Council, and contribute to the coalition for the Food Security Roadmap. Seek creative partnerships to increase the Center's active participation in food security work statewide.
- Represent the Intervale Food Access Program and the Intervale Center at workshops, conferences, retreats, etc. and promote engagement opportunities through social media in partnership with the Communications Manager.
- Attend Intervale Center staff meetings and special events.
- Contribute to a highly productive, collaborative, and clean work environment.
- Act as an ambassador for the entire organization, promote philanthropy, and engage in relationship-building in support of the organization.

Qualifications:

- A minimum of 2 years project or program management experience, preferably on-farm or within a community organization
- Strong experience working in farming or food systems, including vegetable production
- Familiarity with harvest, post-harvest, storage and food safety techniques and protocols
- Experience working with diverse and limited-income populations. Ability to speak French, Somali, and/or Nepali a plus.
- Ability to plan while maintaining a high level of flexibility to meet emergent needs and collaborate with partners
- Strong organization, communication, and time management skills
- Excellent attention to detail
- Familiarity with operating and maintaining a budget
- Self-motivated, disciplined, and committed to being a part of a team
- Comfortable leading volunteers in packing shares, gleaning, or during our CSA style free food distribution, Fair Share
- Ability to build strong working relationships with farmers, organizations, volunteers, and charitable food providers
- Excellent written and oral communication and computer skills, including ability to use Microsoft and Google Suite
- Positive attitude, patience, creativity and a great sense of humor
- Ability to lift up to 50 pounds and work in all weather conditions
- Valid VT driver's license with clean driving record

Intervale Center is an Equal Opportunity Employer that values diversity of experience, background, and perspective to enrich our work. Applications by members of all underrepresented groups are encouraged. To apply, please send a cover letter, resume, and three references to jobs@intervale.org by May 20, 2024. This position is 40 hours per week and is based in Burlington, Vermont. Compensation ranges from \$25-28/hour and includes health care, 401k, and limited wellness benefits.