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## **Farm Market Coordinator**

### **Brady Farm**

### **Syracuse, NY**

40 hrs/wk, April – November and 20 hrs/wk December – March.

The Brady Farm is 5.8 acre organic, not-for-profit farm in the heart of Syracuse, NY. The mission of the Brady Farm is to grow and sell affordable produce within our local community, while providing job training and education to the community. The Brady Farm is a project of the Brady Faith Center, whose mission is to bring hope, health and healing to the residents of the Southside of Syracuse through a variety of life-giving programs. The Brady Farm practices the ethos of the Brady Faith Center by fostering physical, mental and spiritual well-being through fellowship in growing, selling, preparation and consuming healthy food. The Brady Farm employs trainees in a workforce development program and seasonal farm help, and relies heavily on volunteers to complete farm and market tasks throughout the year.

### **Job Duties**

As a member of the Brady Farm leadership team, the Farm Market Coordinator's primary role is to coordinate product sales, processing and delivery through a CSA, at three summer farm stands, to wholesale customers, and through our pilot Senior Mobile Market Program. The Farm Market Coordinator is responsible for:

- Communicating produce availability to customers through web-based platforms and direct communication,
- Supervising and training seasonal staff in produce handling and sales, in cooperation with the Farm Coordinator and the Market Crew Leader,
- Coordinating with the Market Crew Leader to prioritize harvest and packing needs to meet quality control and distribution needs,
- Tracking SNAP, Farmer's Market & Fresh Connect coupons, and Double Up Food Buck sales and reporting pertinent information to the respective agencies,
- Coordinating and/or completing CSA, Mobile Market and wholesale deliveries with support from other qualified farm staff;
- Coordinating staffing and delivery of produce for three farm markets,
- Coordinating the purchase and resell of other local farm products,
- Work with local community organizations to donate excess produce,
- Supervise produce washing, packing and storage,
- And, support administrative duties such as farm planning, staff meetings, and reporting for the Farm and the Brady Faith Center.

In the peak season of April - November, the Farm Market Coordinator is expected to work 40 hrs/wk. In the slow season, the role will transition to 20 hrs/wk. The pay is \$23/hr.

**Qualifications:**

- The right person must understand and embrace the mission of the Brady Farm as a non-profit seeking to serve the community, while also remaining financially sustainable;
- The right person must be open-minded, open-hearted, patient, willing to learn quickly, work independently as needed, and be flexible;
- 21 years of age or older;
- Have a safe driving record and be legally able, and capable of safely driving a large delivery van;
- Experience with direct sales, preferably in a food setting;
- Knowledgeable in the use and preparation of locally-grown and other common produce items;
- Be able to communicate professionally with customers in person, via email, and through social media;
- Have experience updating basic web-based platforms;
- Experience using excel and Google Sheets for tracking data;
- Be highly organized and able to work with a diverse set of team members to manage and track produce packing, storing, delivery and sales;
- Have a high standard for product quality;
- Be able to work frequent Saturdays and early hours in the peak season, and
- Be able to communicate outside of traditional work hours.

Applications and a letter of interest should be emailed to Jessi Lyons at [jlyons@bradyfarm.org](mailto:jlyons@bradyfarm.org).

The Brady Farm is committed to social justice, environmental sustainability, and growing community through food. Brady Farm does not discriminate based on gender, sexual orientation, race, age, class, mental health, religion, or criminal background. We are a working farm, and we strive to accommodate individuals as much as possible considering the nature of our work, the site conditions, and the need to honor the dignity and safety of other staff, volunteers, and visitors.