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Farm Market Coordinator

Brady Farm

Syracuse, NY

40 hrs/wk, March – 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, healing and justice 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. The Farm works closely with the Brady Market, to extend our products and other local products into the community.

Job Duties

As a member of the Brady Farm leadership team, the Farm Market Coordinator's primary role is to coordinate product sales through a year-round CSA, at three farm stands, and to wholesale customers in cooperation with the Farm Leadership Team and staff at Brady Market. The Farm Market Coordinator is responsible for:

- Communicating produce availability to CSA and wholesale 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,
- Direct supervision of the Market Crew Leader and support the MCL to prioritize harvest and packing needs to meet quality control and distribution needs,
- Tracking SNAP, Farmer's Market Coupon and Double Up Food Buck sales and reporting pertinent information to the respective agencies,
- Coordinating and/or completing CSA deliveries with support from other qualified farm staff;
- Coordinating staffing and delivery of produce for three farm markets,
- Coordinating with other local farms to purchase and resell products through the CSA,
- Coordinating wholesale purchasing in conjunction with Brady Market purchasing,
- Work with local community organizations to donate excess produce,
- Coordinate produce harvest with production team,

- Supervise produce washing, packing and storage,
- And, support administrative duties such as farm planning, staff meetings, and reporting for the Farm, the Brady Faith Center, and Brady Market.

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.

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.