Gorge Grown Food Network
Food Access and Systems Coordinator

**Position Overview**
Gorge Grown Food Network is seeking a full-time, highly organized Food Access and Systems Coordinator to streamline and expand local food distribution through our Mobile Markets and food access programs. This position demands the capacity to manage the detail-oriented business of supply chain logistics: delivery schedules, vendor tracking, inventory management, and professional communication. It also offers the exciting opportunity to re-imagine Gorge Grown’s food access programs, deepen partnerships to build equity and efficiency in local food distribution, and boldly try new things. We are looking for a self-directed, solutions-oriented leader to bring energy and creativity to our team and food access programs.

**Approximate start date:** May 2023  
**Location:** Based in Hood River, Oregon  
**Employment Type/Hours:** Non-exempt/Hourly, 1.0 FTE (40 hours a week)  
**Timeline:** Position open until May 1, 2023  
**Compensation:** $25/hour to start

**Organizational Overview**
Founded in 2006, Gorge Grown Food Network’s mission is to build a resilient and inclusive regional food system that improves the health and well-being of our community. Our approach is strategically multi-pronged:

- **Increase supply:** We strive to support local producers and gatherers by bolstering markets and business development. We provide technical assistance and peer-to-peer learning opportunities. We broker relationships between institutional buyers, farmers, fisherpeople, chefs, schools and manufacturers seeking local ingredients.

- **Increase Access & Demand:** We aim to ensure equal access to quality food for all through farmers markets, Mobile Markets, and the Rural Farmers Market Network. The Veggie Rx Program enables health care providers to prescribe fresh fruits and vegetables to food insecure residents.

- **Empower and Mobilize:** Through partnerships with dozens of key organizations like the Food Security Coalition, Northwest Tribal Food Sovereignty Coalition, Oregon Community Food Systems Network, and the Columbia Gorge Health Council we aim to create lasting change through effective collaboration.

**Primary Responsibilities:**  
**Bolstering food access:**
• Expand local food access and distribution opportunities including pop-up markets, partnership with rural corner stores, and collaboration with other regional food hubs/distributors
• Build and maintain strong relationships with producers and partner organizations. This includes assisting with organizing Crop Talks (farm tours) throughout the Columbia Gorge on a monthly basis from April through October.
• Coordinate monthly produce distribution in partnership with Columbia River Intertribal Fisheries Commission and Organically Grown Company to increase food access to Native American families living along the Columbia River.
• Manage the annual October “Fill Your Pantry” bulk buying event with a team of partners
• During the winter and as time allows, support other food access projects of Gorge Grown i.e. Buyer/Seller event

Mobile Farmers Markets:
• Oversee the operation of 5 Mobile Farmers Market stops each week
• Procurement of local products from multiple farms/businesses and management of delivery schedules
• Inventory management including receiving, product flow, and cold storage.
• Manage and support two part-time Market Assistants to ensure smooth day-to-day programmatic operation. This includes training staff in set up, sales, break down, customer service, operating the point of sale system, accounting etc.
• Participate as a vendor by staffing the Mobile Market during Hood River Farmers Market in winter (Dec-April) twice/month on Saturdays
• Oversee compliance with site permits, EBT SNAP, SNAP Match Programs, WIC & Senior Farmers Market Nutrition Program, point of sales system, and county health department rules.
• Coordinate and track maintenance of 2 vans.
• Utilize basic math formulas to arrive at target margin and mark-up for local produce sales.
• Run, manage, and analyze data reports (sales, market attendance, etc.)
• Ensure timely reimbursement to producers and detailed financial reporting in coordination with Gorge Grown Accountant. Submit required documentation and reports to partner agencies including WA Department of Health, the Farmers Market Fund, etc.
• Ensure the highest level of quality and food safety practices are maintained.
• Coordinate with Oregon State University (OSU), Washington State University (WSU) Extension, and volunteers to provide educational experiences at markets, such as cooking demos or food preservation demos.
• Work with Gorge Grown’s Executive Director and board to analyze sales and conduct a site by site analysis including listening sessions with stakeholders to inform 2024 programming

Administrative:
• Manage program grants, including USDA Speciality Crop Block Grants. Ensure that deliverables are met, expenditures are in compliance with the grant agreements, and that reports are submitted on time.
• Spearhead promotion and marketing of the mobile markets and food distribution services.
• Attend monthly all-staff meetings, monthly Oregon “Food Hub Club” meetings, Rural Farmers Market Network quarterly meetings, Food Security Coalition meetings, winter conferences, and other key community meetings as time permits.

Reporting Relationships
The Food Access and Systems Coordinator will report directly to the Executive Director of Gorge Grown Food Network, Sarah Sullivan. They will supervise 2 Market Assistants, and coordinate volunteers.

**Required Qualifications:**
- Experience with value chain coordination, supply chain logistics, product procurement, grocery and/or retail or other related field
- Experience in managing staff or volunteers
- Ability to help develop new systems, identify opportunities for improvement and take initiative
- Flexible and solutions-oriented approach to challenges
- Highly organized with attention to detail
- Excellent communication skills
- Familiarity with Microsoft Excel/Google sheets and ability to efficiently organize large amounts of data in spreadsheets
- Passion for food access and commitment to building an equitable food system
- Self-motivated and able to work independently with minimal supervision
- Ability to lift 50 lbs.
- Able to work outside in cold, heat, wind, and rain on occasion

**Additional Requirements:**
- Valid driver’s license, clean driving record and ability to confidently and safely operate a large van. (This does not require a commercial driver’s license.)
- Ability to work in an open-office setting and remotely
- Ability to sit/stand at a desk, and look at a computer monitor for extended periods of time

**Preferred Qualifications:**
- Residing in the Columbia River Gorge and familiarity with the unique food system, community, and stakeholders of the area
- Experience fundraising or grant writing
- Formal DEI training
- Bilingual English/Spanish
- A degree in business management, supply chain logistics, food systems or other relevant fields

**Compensation & Benefits**
The position is based in the Columbia River Gorge. Applicants should expect starting salaries of $25/hour with an opportunity for annual merit-based pay increases and market-based cost of living adjustments. Benefits include fully paid medical and dental insurance, an employer paid 3% retirement match program, paid time off (21 days/year), 10 annual paid holidays, paid sick/mental health time (12 days/year), bereavement leave (5-10 days/year depending on relationship), family medical leave (5 days/year), and two months paid parental leave after a year of employment. This job also offers opportunities for professional development.

**Application Instructions:**
Submit a resume and cover letter to hiring@gorgegrown.com by May 1, 2023. In your cover letter, make sure to address any pertinent experience, including professional and personal experiences that are relevant to this position. Applications will be accepted until the position is filled.

Questions? Email hiring@gorgegrown.com or call 541-490-6420.
Diversity Statement for Hiring

Gorge Grown Food Network is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability status, protected veteran status or any other characteristic protected by law. We encourage people of color, women, people who identify as LGBTQ2SIA, religious minorities, recent migrants/refugees, differently-abled people, and applicants from different generational and economic backgrounds to apply.