

Job Title:	Healthy Food For All Operations Manager
Start Date:	4/17/2023
Duration:	Permanent, contingent on grant funding
Hours per week:	25-32 hours/week
Schedule:	Flex to meet needs of the job; occasional evenings & weekends required
Work Location:	In and around Ithaca/Tompkins County NY
Supervisor:	Liz Karabinakis, Director of Healthy Food For All
Pay:	Starting rate \$20/hour, commensurate with qualifications & experience
Benefits Eligibility:	Benefits Eligible (includes medical, dental, paid time off & 403b retirement with employer contribution).

Position Summary

Healthy Food For All (HFFA) Operations Manager is responsible for program activities, administration, marketing and event organizing to increase access to fresh local produce—in-turn improving the health and well-being of food-insecure communities and promoting economic viability of local farms.

Responsibilities

Programming & Member Services

- Work with local farms and partners (healthcare practitioners, schools, community organizations, programs, and agencies) to increase access to local produce via Community Supported Agriculture (CSA) for low-income, food-insecure households, including marginalized and highly vulnerable populations.
- Outreach and enrollment for subsidized and free CSA shares, including clients referred by healthcare practitioners (Food As Medicine / prescription produce program).
- Coordinate CSA share delivery and Farm-to-Pantry distributions.
- Provide educational nutrition and culinary resources including culturally desirable recipes and cooking classes tailored to the interests and needs of program participants.
- Assist HFFA's Director in building relationships and engaging stakeholders (including farmers, program participants and community partners) in developing and implementing programs, projects and resources that remove barriers and improve reliable and dignified access to local produce for food-insecure community members.
- Work with highly vulnerable and systemically oppressed populations—including people in reentry, families affected by the carceral system and at-risk teens—using a trauma-informed approach to promote their health and healing through a positive CSA experience.

Event Organizing

- Organize a diversity of community building and fundraising events to engage HFFA members and the larger community, including HFFA's signature fine dining farm-to-table fundraisers.
- Manage reservations/ticket sales and all logistics to ensure a successful event and positive experience for guests and all event partners.

Marketing, Communication & Public Relations

- Develop content and design all publicity materials to support HFFA's outreach and fundraising.
- Produce and distribute educational and marketing materials.
- Manage HFFA's print, digital and social media marketing.
- Maintain website and mailing list.
- Photography and videography. Manage HFFA's online media gallery.
- Support community and campus partnerships.

- Monitor and respond to HFFA email and voicemail.
- Represent HFFA publicly.

General Admin

- Record keeping, basic bookkeeping and data management.
- Volunteer recruitment, coordination and retention.
- Other duties as assigned.

Required Qualifications

- Associate's Degree or equivalent (GED/High School Diploma + 1 year transferrable experience).
- Demonstrated experience in developing and sustaining respectful working relationships with people from different ethnic and cultural backgrounds.
- Ability to communicate effectively, clearly and respectfully through verbal, written and electronic methods.
- Demonstrate a high degree of integrity, sound professional judgment and the ability to handle confidential and sensitive information.
- Exceptional time management and project management skills. Ability to organize, manage, and prioritize multiple tasks, deadlines, requirements, and priorities to complete work in a timely manner and by deadlines.
- High level of computer literacy. Proficiency with Microsoft Office suite, Adobe InDesign (or other design software), WordPress (or other web development platforms) and social media.
- Passion for HFFA's mission and the intensity of working with a non-profit program with ambitious goals.
- Ability to work flexible hours to include occasional early mornings, evenings and weekends.
- Ability to lift 50 lbs.
- This position requires a valid driver's license and access to a personal vehicle.
- Background check for this position is required.

Preferred Qualifications

- Knowledge of Community Supported Agriculture (CSA), local farms in and around Tompkins County and locally grown fruits and vegetables.
- Knowledge of nutrition and health. Passionate about seasonal cooking and promoting health and wellness through diet.
- Knowledge of food safety and basic food handling practices.
- Familiar / have a good rapport with local community centers and groups that work with BIPOC and systemically oppressed communities including Black Hands Universal, Greater Ithaca Activities Center, Learning Farm, No Mas Lagrimas, Opportunities Alternatives Resources (OAR), Southside Community Center, Ultimate Reentry Opportunity (URO), Unbroken Promise and the Village at Ithaca.
- Demonstrated ability to work with audiences of diverse ages, socio-economic, educational, cultural and ethnic backgrounds.
- Demonstrated ability to supervise volunteers and interns.
- Experience planning, organizing and executing events, including fine-dining and large community events.
- Experience with graphic design, photography, videography and editing tools.
- Demonstrated initiative, reliability, and dependability with the ability to work independently and cooperatively.
- Seeking candidates with a positive, cheerful and easy-going attitude who thrive in fast-paced collaborative environments.

HFFA is a fiscally sponsored project of Center for Transformative Action (CTA). The successful candidate will be an employee of CTA. *Center for Transformative Action is an equal opportunity employer. Employees are hired based on their merit, ability, experience, and training without regard to race, color, national origin, ancestry, gender, gender identity, sex, sexual orientation, familial status, marital status, age, mental or physical disability, size, religious affiliation, genetic make-up, military/veteran status, domestic violence victim/survivor status, sexual and other reproductive health decisions, or past participation in the discrimination complaint process. We are committed to being an inclusive organization and encourage people from diverse communities to apply*