



Farm Retail Coordinator

About Everett Community Growers:

Everett Community Growers (ECG) is a community-based nonprofit organization working to build a more just and equitable environment through urban agriculture, youth development, policy advocacy and community engagement. ECG operates two community gardens and two urban farms, and conducts community engagement and advocacy activities centered in racial, economic, environmental and language justice. Our community gardens provide plots for personal food growing for over 40 Everett families, and our urban farms grow organic produce, most of which is distributed to the wider community via a retail operation, and some of which is donated to local families and food pantries.

Job Title: Farm Retail Coordinator

Location: Everett, Massachusetts

Classification: Nonexempt

Position Type: Part-time/Seasonal (April - November); average of 20 hours/week*

Pay Rate: \$19 - \$21 per hour (dependent upon experience and skills)

Position Summary:

The Farm Retail Coordinator works to increase access to fresh, healthy produce in our community by overseeing the day-to-day operations of our retail program, including farm stands and pre-ordered pick-ups, during the growing season. The Coordinator works to expand our impact through outreach to SNAP/Healthy Incentives Program (HIP), WIC, and Senior Farmers Market Coupon customers.

Essential Functions:

- Manages retail events including farm stands, pre-ordered pick-ups and additional retail events, with tasks including but not limited to: scheduling, tracking inventory of supplies, coordinating logistics of events (set-up and break-down), and management of the retail process.
- Maintains the quality of produce and upholds a clean, inviting appearance in the distribution area. Oversees and tracks the distribution of all produce from harvests to produce sales and donations.
- Ensures compliance with SNAP/HIP, WIC, and Seniors Farmers Market rules and regulations during all retail events.
- Creates and tracks weekly harvest and sales reports.
- Manages Point of Sales system (Square, TotilPay) during retail events.
- Develops and manages an inventory of outreach materials for retail events, including flyers and content for email newsletters, Facebook, and Instagram, among others.
- Assembles multilingual pamphlets that include produce availability, recipes, vegetable storage tips, farm updates, WIC and SNAP materials, and volunteer opportunities.



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- Provides training about the retail process to Youth Crew and assists with the supervision of Youth Crew during retail events.
- Works closely with ECG staff on projects related to retail, as needed.
- Manages customer feedback surveys and communicates with the ECG team.
- Regular attendance is an essential function of this position.

Other Duties and Responsibilities:

- Participates in food production (planting, harvesting, weeding, and watering) with the Farm Manager, Youth Coordinator, Youth Crew, and volunteers, as needed.
- Attends regular ECG staff meetings.
- Acts as an engaged and collaborative member of the ECG team.

Required Education/Certification and Experience:

- Familiarity with Massachusetts food systems, with a focus on SNAP/HIP, WIC, and Senior Farmers Market programs, is preferred. A willingness to learn and cultivate this knowledge is also valued.

Knowledge, Skills and Abilities:

Required:

- Excellent customer service and communications skills, both verbal and written.
- Full season commitment required.
- Ability to work both independently and with a team.
- Computer savvy and high proficiency with a spectrum of technological products and web-based software, including Canva and Google Suite.
- Profound passion for urban agriculture and an unwavering dedication to furthering the causes of health equity, food justice, racial justice, and language justice.
- Optimism and positivity, a desire to work efficiently and collaboratively, attention to detail, an ability to make quick decisions, and a desire to be a part of a diverse team.

Preferred:

- An understanding of farm retail models, strongly preferred.
- Multilingual proficiency (English and Spanish, Portuguese, or Haitian Creole), strongly preferred.
- Experience with graphic design, preferred.
- Everett residence or demonstrated involvement in the Everett community, strongly preferred.



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Environment and Demands:

- Willingness to work flexible hours including early mornings, late evenings, and weekends. Our workday may not end at the same time every day.
- Must have the capability to repeatedly lift and move weight that ranges from 30 to 50 pounds.
- Ability and desire to continuously perform manual labor in all outdoor weather conditions.

Travel required/not required:

- Must be able to travel within Everett frequently.

*This position is seasonal for 2024, with the potential to evolve into a full-time, year-round role, contingent upon the organization's available resources. If additional resources for this position become available for this position, discussions regarding increased hours and compensation may take place later in the year.

Legally Authorized to Work:

If offered the position, you must be able to provide documentation showing you are legally authorized to work in the U.S. Please indicate on your application whether you will, now or in the future, require sponsorship for employment in the U.S.

Everett Community Growers (ECG) is an equal opportunity employer and values a diverse workforce and inclusive culture. ECG welcomes applications from all qualified individuals and does not discriminate based on any category protected under applicable federal, state or local law.

How to Apply:

Please email a resume and cover letter to ecgteam@everettcommunitygrowers.org with the subject line "ECG Retail Coordinator". Emphasize how your background and skills are an excellent fit for the responsibilities and qualifications for this position. You may choose to submit your cover letter in a 1 min. max video format. At ECG, we are a close-knit team where each member's responsibilities align with their unique skills and growth objectives. We encourage you to showcase any additional skills you possess that could benefit our small organization.

ECG believes in the value of diversity and recognizes that skills and experiences can come in various forms. We encourage candidates who may not meet every qualification listed but possess relevant skills, a strong willingness to learn, and a passion for our mission to apply. We are committed to providing opportunities for growth and development within our organization and believe that diverse perspectives enrich our team. If you're excited about what we do and are eager to contribute, we welcome your application.



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ECG is committed to providing reasonable accommodations to individuals with disabilities. Please contact us if you require any accommodation throughout the search and hiring process.

Timeline for hiring:

We are accepting applications on an ongoing basis and aim to fill the position as soon as possible in preparation for the upcoming growing season. Our goal is to have this position filled by the beginning of April, with orientation/training taking place in April 2024.

Application Review: Begins in February 2024

Round 1 Interviews (virtual): Scheduled for February/March 2024

Final Interviews (in-person): Planned for March 2024

Onboarding and Training: Planned for April 2024

Learn more about ECG at www.everettcommunitygrowers.org or follow us on Facebook and Instagram!