

**JOB ANNOUNCEMENT: Distribution Coordinator**  
**RED HOOK FARMS**  
Brooklyn, NY



**Title:** Distribution Coordinator  
**Reports to:** Farm Manager - Columbia Street Farm  
**Type:** Full time, temporary  
**Hours:** 35 hours/week  
**Schedule:** Pre-season prep and outreach @ 21 hours/week, May 11-June 11  
June 15 - November 20:  
Tuesdays, 9am-4:30pm  
Wednesdays, 11:30-7pm (late hours = spring and fall only)  
Thursdays, 11:30-7pm  
Fridays, 9am-4:30pm  
Saturdays, 8:30am-4pm  
**Salary:** \$22/hour  
**Duration:** May 11 - November 20

**Red Hook Farms**, a project of Red Hook Initiative, is a youth-centered urban farming and food justice program in Red Hook, Brooklyn. We create opportunities for teens to expand their knowledge base, develop their leadership skills, and positively engage with each other, their community, and the environment. We operate two urban farm sites, and our programs include a teen farm apprenticeship, weekly farm stands, a CSA and Fresh Food Box, and a school workshop program. We strive to improve access to healthy, affordable produce, while nurturing a new generation of green leaders.

**Position Overview:**

The Distribution Coordinator will be responsible for coordinating our weekly farm stand, 2 weekly CSA distributions, online sales, and ongoing wholesale distribution. All programs launch in mid-June, with pre-season hours focusing on doing outreach to sign up members: flyering, attending meetings, email campaigns, etc. Once the season launches, the Distribution Coordinator handles supplemental produce orders, maintains sign-up lists, collects weekly payments, organizes paperwork, facilitates membership emails with the CSA, and communicates with the farm team regarding harvest numbers. The Distribution Coordinator will also work with a small cohort of teen apprentices on outreach, developing farm stand materials, and other related activities. They manage all the logistics of each of the distributions, including set-up and break-down (some of which run concurrently).

**Responsibilities:**

- Pre-season and ongoing outreach, including flyering, emails, and in-person visits to local businesses, daycares, community and recreation centers, as well as housing developments.
- Organize CSA membership binders in advance of first distribution; keep binders updated with payment and volunteer information for each member.
- Manage 2 weekly CSA distributions (Thursdays and Saturdays): load and drive van for off-site

distribution, set up tents and tables, arrange vegetables, assist members in collecting their vegetable share, and clean up. Supervise staff and volunteers supporting with distribution.

- Manage weekly farm stands on Saturdays: set-up tents and tables, supervise youth staff, assist farm stand shoppers, develop promotional materials, review and submit end-of-day logs.
- Work with Farm Manager to update and maintain online Shopify portal; process online orders.
- Coordinate with Farm Manager for regular wholesale deliveries to local supermarkets.
- Collaborate with 3-5 teen apprentices on outreach and farm stand infrastructure projects; supervise 3-5 teen apprentices working farm stand.
- Update weekly availability and price lists for farm stands.
- Email CSA core group weekly with upcoming produce.
- Support special events, such as the annual Harvest Festival (not currently scheduled, TBD).
- Update social media (Facebook, Instagram) multiple times per week.
- Other related tasks as necessary.

### **Qualifications:**

- 2-3 years experience working in farming, farmers markets, or other related experience;
- Commitment to social justice;
- Ability to work collaboratively with those from various racial, ethnic, religious, and socio-economic backgrounds;
- Outgoing, positive attitude, able to effectively engage with community members;
- Attention to detail, especially in record-keeping;
- Can effectively juggle multiple programs;
- Ability to work independently and problem-solve on the fly;
- Comfortable using Microsoft suite and Google Drive;
- Able to lift 20 pounds, work outdoors, and in inclement weather;
- **MUST have a valid driver's license and be comfortable driving a cargo van in NYC.**

### **Preferred:**

- Experience working with teens;
- Social media savvy, particularly Instagram and Facebook;
- Experience with the Shopify platform;
- Familiarity with Red Hook community as well as NYC urban agriculture community;
- Conversational Spanish or Mandarin.

### **To apply:**

Email resume and cover letter in a **single pdf** to [veggies@rhicenter.org](mailto:veggies@rhicenter.org). Please write "Distribution Coordinator" in the subject line. Interviews will be scheduled as applications are received. No calls please.