



PO Box 3104
BINGHAMTON, NY 13902
607-205-8108
www.vinesgardens.org

Job Title: Binghamton Farm Share Coordinator

Summary: The Binghamton Farm Share Coordinator (Coordinator) will manage the overall planning and implementation of the Binghamton Farm Share Around the Corner Program (the Program). The Coordinator will work with Healthy Lifestyles Coalition partners to design the program and then bring the program to fruition (details of responsibilities are provided below). The Coordinator will report directly to the VINES Urban Farm Manager.

Key Duties and Responsibilities:

- Manage and plan all aspects the Program;
- Recruit farmers to provide shares for the Program;
- Recruit customers to purchase shares;
- Develop marketing materials for the program and overseeing marketing campaign;
- Coordinate receipt of shares from farmers on a weekly basis;
- Coordinate distribution of shares to customers on a weekly basis for 4 pick-up locations (pick-ups will be held two days per week between 3-7pm);
- Coordinator will staff 2 pick-up locations and arrange staffing for remaining 2 locations; Manage SNAP paperwork and processing SNAP payments;
- Process farmer invoices twice per month;
- Process reimbursement requests to the City of Binghamton for SNAP subsidies;
- Manage grant reporting and compliance as assigned;
- Coordinate with Cornell Cooperative Extension and other partners to provide live cooking demonstrations twice per month at each location, recipes on a weekly basis, and cooking demonstration videos as often as possible;
- Coordinate with the Community Hunger Outreach Warehouse (CHOW) to pick up and deliver of free food to supplement the Program;
- Develop partnerships/collaborations and provide technical assistance to community organizations to advance the Program;
- Document and evaluate the impact of the Program in coordination with other staff;
- Research, identify, and develop foundation and government grant proposals to support the Program;
- Report data on a monthly basis to the VINES Board of Directors.

Skills & Qualifications

- Experienced in Community Supported Agriculture or similar programs;
- Experienced in working with farmers;
- Experienced in working with low-income populations;
- Knowledge of SNAP program;
- Able to work evenings and occasional weekends;
- Effective written and oral communicator;



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- Able to work both independently and as part of a team;
- Able to work with people from a variety of ages, socioeconomic and ethnic backgrounds;
- Strong leadership and organizational skills, including the ability to prioritize tasks for self and volunteers;
- Good physical condition and ability/willingness to participate in intense physical labor in all weather conditions;
- Ability to use computer programs and technology such as word processing, publishing, bookkeeping, and database software.

Job Requirements

- Ability to work flexible schedule and into evening hours;
- Ability to lift 40 lbs.

Hours and Compensation

- It is estimated that the hours for this position will follow the below schedule:
 - April (mid-to end of month): 20 hrs/week
 - May: 10 hrs/week
 - June: 18 hrs/week
 - July: 16 hrs/week
 - August-October: 14 hrs/week
 - November: 5 hrs/week
- Compensation will be \$15 per hour. Fringe benefits will not be provided for this position.