FRESHFARM seeks a highly motivated individual to serve as Operations Associate for our Pop-Up Food Hub program with an ideal start date between April 15 and May 1.

FRESHFARM is a mission-driven 501(c)(3) non-profit organization dedicated to creating market opportunities for local farmers and food producers in the Mid-Atlantic region while increasing access to fresh, nutritious, local food. We operate 33 markets across Washington, DC, Northern Virginia, and Montgomery County, Maryland, and manage a portfolio of programs that serve thousands of community members. We strive to build diverse public spaces, where all different races, ages, income-levels, and backgrounds are equally represented and excited about fresh, local food. FRESHFARM recently merged with our partner, Community Foodworks, which has combined the programmatic reach and impact potential of both organizations. You can read more about that merger [here](#).

Our Pop-Up Food Hub offers hyper-local food access and distribution services by coordinating wholesale procurement from local farms for underserved buyers. By fulfilling these orders directly from our farmers markets, the program combines retail and wholesale operations to diversify farmer revenue, serve various client needs, and ultimately bring more local grown fruits, vegetables, and farm products into the city. This model is designed to increase access to healthy, local food for low-income customers and organizations that serve and/or distribute food to those populations.

The PUFH has been operational since 2017 and requires constant creativity, innovation, and problem-solving. The Operations Associate will work closely with the Operations Manager and the rest of the PUFH team to ensure effective program implementation that is responsive to individual customers, organizational partners, and farm partners.

**Job Functions**

**Collaboration:** The Operations team collaborates closely with the PUFH’s Program and Procurement staff to ensure effective weekly implementation. This individual will work with the PUFH team to determine the operational needs to effectively implement weekly programming. He/She/They will need to gain an understanding of the capacity and constraints of the operation and communicate these parameters with the Program and Procurement teams.

**At-Market Logistics:** The Operations Associate will help lead at-market packing operations for subscription-based (CSA) and wholesale orders. This involves coordinating intake of produce from farmers, setting up equipment, and communication tasks to staff and volunteers. This person will work closely with the Program Manager to ensure materials and resources are delivered to each client.

**Distribution Coordination:** The Associate will be responsible for administering one or more of the program’s weekly CSA packing and distribution operations. This includes developing systems for accurate record keeping, data collection, payment collection, and working with staff, volunteers, and external partners to ensure their effective implementation. This will require a strong attention to detail and willingness to troubleshoot and revise.

**Staff Management:** The Associate will work closely with the Operations Manager to effectively staff and supervise daily PUFH operations. The Associate will be expected to be on-site during PUFH market hours. This will often
Volunteer Coordination: The Associate will be responsible for coordinating and supporting volunteers in assisting the PUFH during market operations.

Delivery: The PUFH Operations Associate may be tasked with fulfilling deliveries to FRESHFARM partners, including pantries, child-care sites, churches, schools, etc. He/She/They will be asked to fulfill deliveries in a timely manner and comply with the FRESHFARM Driver Handbook and other rules. He/She/They may be required to complete a background check to fulfill deliveries to child-care sites.

Inventory Management: The Operations Associate will assist the Operations Manager in equipment purchasing and inventory tracking. He/She/They may also be tasked with occasional vehicle and equipment maintenance.

Qualifications / Considerations
The following skills and experience would be valuable and will be highly considered:
- previous experience working in the food industry or related field
- at least 3 years work experience
- penchant for creative problem-solving
- valid driver’s license required
- Bachelor’s degree preferred

This individual must be comfortable:
- working in a fast-paced environment
- working in a socioeconomically diverse environment
- interacting with individuals from different backgrounds, ages, languages
- engaging in grassroots community building
- working and decision-making under pressure
- managing his/her/their workload with autonomy
- confronting challenges and contributing solutions

Physical Requirements
- must be able to lift 40 lbs
- must be able to work in all-weather conditions in an outdoor environment

Details
- This position is full-time, $47,000 annual salary, plus benefits
- Social, friendly work environment

Other
- An entrepreneurial spirit will serve you well in this role
- This position is considerably demanding, highly-rewarding mission-driven work
- This role will require some weekend hours, as incurred

To Apply:
Please submit your resume via email to wholesale@ffm.org. In the body of the email, please include some information about your interest in this opportunity as well as relevant hiring information such as constraints to your start date, relocation, or other special needs.
APPLICATIONS WILL BE ACCEPTED UNTIL March 10, 2020.