POP-UP FOOD HUB (PUFH) PROGRAM MANAGER
July 2023

WHO WE ARE: FRESHFARM builds a more equitable, vibrant, sustainable, and resilient food future for the region by producing innovative solutions in partnership with local communities and organizations in the DC area. We create food access, economic development, and community building through hands-on education, farmers markets, and distribution programs. FRESHFARM’s Pop Up Food Hub (PUFH) program brings produce from local farmers to community organizations serving neighbors in under-resourced communities. This program creates economic opportunities for local growers, improves food access for those in need and strengthens our regional food system.

WHO YOU ARE:
- Thrive off of juggling many moving parts and talking to & working with people across DC, MD, and VA (DMV)
- Have an entrepreneurial spirit, love pushing yourself to try new things and are excited about what else you can learn
- Love being part of a team and can also work independently. Spanish-speaking is a plus!
- Get excited about the first peach of the season, are passionate about equity and food security, and believe in the power of local farmers to fuel food access

WHAT YOU’LL DO: The PUFH Program Manager is a member of the PUFH Senior Leadership team and manages key administrative aspects of the Pop Up Food Hub, including:
- Serving as the primary partner relationship manager and helping develop a business plan for building and maintaining strategic partnerships that supports both local farmers and local partner organizations;
- Tracking program data and providing reports to funders, partners and to inform strategy;
- Overseeing the Market Share Program and supervising the Market Share Operator;
- Maintaining PUFH income tracking and invoices; and
- Supporting the PUFH team with on-the-ground food packing and traveling to locations across the DMV to support and manage food packing and distribution.

THE PERKS:
- The PUFH is the first (and only) of its kind in the country that supports both local farmers & local communities in under-resourced neighborhoods across the DMV. Get first-hand experience working with an innovative model of food distribution & learn about region’s local food system along the way.
- Work with a collaborative, diverse, welcoming, and fun-loving team while enjoying an immersive and dynamic work environment.
- Get discounts on local seasonal produce.

THE DETAILS:
- This is a full-time (40 hours per week), exempt position compensated at $56,000-$60,000.
- Schedule: work schedule will reflect market schedules, including some early morning, late evening, and weekend hours; when weekend hours are required, working days may shift to Tuesday-Saturday, and when evening or morning hours are required, schedules can be flexed to accommodate with supervisor approval. Otherwise, general operations fall within 9am-5pm Monday - Friday.
• Work Locations: Up to two times per month, the person will work from the FF Office (downtown DC), PUFH HQ (Hyattsville MD). It is also expected that this person will join some PUFH packing events, be on-site at occasional markets/farm stands, and participate in twice monthly visits to partner sites across the DMV, especially during the Main Season (May - Nov). Admin work can be done from the FRESHFARM office, PUFH HQ, or remotely, with approval. The FRESHFARM office is easily reached by public transit with paid parking available; PUFH HQ is accessible by car, and can somewhat be accessed by metro/bus. Other FRESHFARM & partner sites tend to be accessible by public transit.

• All full-time employees receive 72 hours annual sick leave, 11 annual holidays (8 hours each), 3 floating holidays per year, and 80 hours of annual vacation leave (with increases after 3 years of service). Also eligible for 12 weeks paid parental leave, 2 weeks prenatal leave (through DC paid family leave), and bereavement leave (as needed).
  ○ Typically, FRESHFARM offices close for a 1 week winter break (paid for salaried employees)

• Eligible to enroll in 100% employer covered healthcare, as well as generous employer coverage for vision and dental and employer paid short-term and long-term disability, life insurance, AD&D and an employee assistance program (EAP).

• Also eligible to contribute to 403b plan (Roth or post-tax).

PHYSICAL & OTHER REQUIREMENTS
• Must be able to: regularly load objects up to 50 lbs onto/off of a dolly from a truck or table; push a cart or dolly weighing 150-600 lbs, up to 200 yds; remain in a stationary position and/or move about worksite for 5-7 hours per day; work in an outdoor environment in all weather conditions.

• Access to personal smartphone required; $25/month tech reimbursement provided for use.

• Very comfortable working with Google products, especially Google Sheets

• This role requires access to a laptop with 8GB RAM and webcam. FRESHFARM will provide a triennial stipend of $1000 to maintain or to purchase such a personal device, if needed.

• Access to a car is strongly preferred, but not required, for the purpose of accessing PUFH HQ & wide variety of FRESHARM farm stands, markets & PUFH partner sites.

• Fully vaccinated against COVID (required to utilize FRESHFARM office)

HOW TO APPLY:
• To apply, please complete and submit this application form.

• Applications will be accepted & reviewed on a rolling basis; we aspire to respond to all applicants within a few weeks following their application.

• Candidates selected to move on will be invited to complete a phone screen; if advanced, they will be invited to complete a short task to demonstrate their skills, and then may be invited for a follow up interview. Finalists will also be asked to submit contact information for 2 professional references.

• We are open to hiring someone who can start as soon as possible.

EQUAL OPPORTUNITY EMPLOYMENT
FRESHFARM is an equal opportunity employer. We are committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. We encourage members of traditionally underrepresented groups to apply, including people of color, LGBTQ+ people, veterans, and people with disabilities. We do not discriminate, and will take affirmative action measures to prevent discrimination against any employee or job applicant on the basis of race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, creed, disability, or veteran status in the following areas: employment, recruitment, or advertisements for employment; compensation, termination, upgrading, and promotions; any other conditions of employment.