Farm to Food Pantry Coordinator - Position Description

The Farm to Food Pantry (F2FP) Coordinator is responsible for expanding the Farm to Food Pantry program, a regional program that builds wholesale opportunities for small and local producers and increases access to fresh, local food through area food banks. Ongoing work includes building relationships with producers and food access organizations and developing ordering and inventory systems for pre-season crop planning and season-long contracting with farms. The coordinator will oversee record-keeping, evaluation, and data management for all produce streams into participating food banks. This position reports directly to the WSU Extension SNAP-Ed Coordinator and is responsible for coordinating local and regional produce streams for Clallam County’s food access organizations.

Typical Duties

1. Build relationships with regional food producers and develop contracting and recordkeeping models that are streamlined, sustainable and trackable.
2. Develop food pantry inventory and ordering systems, including juggling multiple streams of regional food, placing priority on foods sourced from the North Olympic Peninsula.
3. Oversee multiple budget lines for Farm to Food Pantry, manage invoicing and payments.
4. Coordinate and manage communication channels between producers and food pantries, including interpreting food pantry customer needs, food bank purchasing capacity, and seasonal produce availability.
5. Communicate with Port Angeles Food Bank and SNAP-Ed kitchen staff for their fresh food needs; engage in conversations around value-added processing and food waste reduction opportunities.
6. Abide by the policies and guidelines of WSU Extension while supporting and promoting statewide and county Extension volunteer programs.
7. Provide guidance, set goals, document outcomes, and evaluate progress of farm to food pantry programs.

Required Qualifications:

A Bachelor’s degree in a relevant extension program discipline and two (2) years of related program experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

- This position requires the ability to travel and work a flexible schedule during the week including nights and weekends occasionally requiring overnight travel.
- Must have, or be able to obtain, a valid unrestricted driver’s license at time of hire.
Preferred Qualifications

- Agricultural and production experience
- Knowledge and understanding of: Rural food supply chains, Northwest growing seasons, Food safety, Diversity, Equity and Inclusion in Food Systems
- Strong communication, public relations, and interpersonal skills.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to compose correspondence, reports, and/or other required written materials.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Displays courtesy, tact, and respect when dealing with others.
- Willingness to receive direction and follow through on assignments in a timely manner.
- Ability to operate independently with minimal supervision.
- Meet attendance standards necessary for successful job performance.

Monthly Salary:
$3,800.00 | Commensurate upon qualifications and experience.

Temporary End Date:
This is a one-year project position. Renewal is dependent upon the need for extension and/or if additional funding is secured to extend employment. Funding has been renewed successfully for several years and we expect funding to continue to be renewed.

How to Apply
This position has been posted as Open until Filled. The screening of applicants will begin August 29, 2022. Interested applicants can apply with a cover letter, resume, and 3 references at:
WSU Jobs/Farm to Food Bank Coordinator

Questions about the position? Please call Clea Rome, WSU Extension Director at 360-912-3147

WSU CLALLAM COUNTY EXTENSION IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.