



Exchange (Food Hub) Manager

Established in 1999, Allen Neighborhood Center in Lansing, MI serves as a hub for capacity building, neighborhood enhancement, and for activities that promote the health, safety, stability, and economic well-being of Eastside residents and other stakeholders. Signature projects include the Hunter Park GardenHouse, Allen Street Farmers Market, and Allen Market Place, a multi-functional food resource center and food hub. These programs have emerged from ANC's inclusive neighborhood forums, designed to address emerging issues, (e.g., food security and food access), and ensure the development of pioneering, resident-driven strategies for community improvement.

We are seeking a full-time Exchange Manager who will:

- Provide aggregation and distribution services to increase sales of regionally grown food and food products to commercial and institutional buyers, e.g., restaurants, hospitals, schools, caterers, grocers, buying clubs, etc.
- Manage the online website (www.allenmarketplace.org), an online marketplace associated with the Exchange.
- Coordinate Veggie Box program (multi-grower CSA) logistics, marketing, sales, etc.
- Manage dry & cold food storage operations.
- Develop newsletters & other marketing materials for buyers and producers.
- Develop, coordinate & promote a robust schedule of educational workshops & events (ex. business planning, food safety, marketing & branding, etc.) taught by educators from partnering organizations.
- Support the development of the local value-added industry by linking growers and food entrepreneurs with the AMP Kitchen to create value-added products, with the option of distribution through the Exchange.
- Recruit, train, and supervise volunteers and interns involved in the Exchange.
- Link growers & food producers to proper licenses and food safety procedures.
- Evaluate and write reports showcasing program effectiveness.

Minimum Qualifications

- A professional and resourceful style with the ability to work independently and as a team player.
- Strong organizational skills with exceptional attention to detail as they manage multiple tasks/projects.
- Experience in managing and creating relationships with multiple partners, patrons, and neighbors.
- Entrepreneurial energy, high level of initiative, positive, "can-do" attitude, flexibility, and teamwork.
- Excellent verbal, written, communication and customer service skills.
- Ability to develop, implement, nurture and evaluate programs.
- Skills in web management and other computer & online programs.
- Passion for strengthening the local food system and for the ANC mission.
- Commitment to Lansing's Eastside, its residents, stakeholders as well as strategic partners throughout the mid-Michigan region.
- A bachelor's degree in relevant area of study, or professional experience in relevant area.
- Flexible availability required (some nights and weekends).
- Experience in food programs and Michigan produce seasonality.
- Valid Michigan driver's license.
- Management experience in business or non-profit organization preferred.

Compensation

Full-time position (40 hours/week) to begin end of August 2015.
Salary commensurate with experience; benefits available.

Cover Letter & Resume due Wednesday, July 15, 2015

Submit to: Rita O'Brien, Allen Market Place Associate Director
Allen Neighborhood Center
1619 E. Kalamazoo St., Lansing, MI 48912
ritao@allenneighborhoodcenter.org