



## **Job Opening: Food Hub Assistant Manager**

Allen Neighborhood Center (ANC) is seeking a part-time (25 hrs/wk) individual who will assist with Veggie Box, a multi-farm Community Supported Agriculture (CSA) program. A CSA consists of a community of individuals who pledge support to a farm operation, with the growers and consumers providing mutual support and sharing the risks and benefits of food production. The CSA model helps to keep sustainable farming a viable way of life for small-scale family farms that are increasingly threatened by large-scale agribusiness. Veggie Box is a multi-farm model that unites dozens of growers to feed a community of 700 members over the course of three seasons.

### **ORGANIZATIONAL INFORMATION:**

Allen Neighborhood Center (ANC) serves as a dynamic hub where Lansing Eastside neighbors can access resources to improve their health and well-being; expand their capacity to seize job and entrepreneurial opportunities; create a strong sense of place, belonging, and community pride; and build a safe, sustainable, and thriving neighborhood.

### **DUTIES:**

This person will serve as the Food Hub Assistant Manager and will assist the Food Hub Manager to:

- Coordinate the Veggie Box Program – a multi-farm CSA with 700 members a year – handling logistics, marketing, and sales.
- Develop and maintain relationships with dozens of farmers and food producers.
- Provide aggregation and distribution services to increase sales of regionally grown food to local buyers.
- Recruit, train, and supervise volunteers and interns.
- Evaluate and write reports showcasing program effectiveness

### **QUALIFICATIONS:**

- High school degree or GED certificate
- Minimum of 18 year of age, US citizen or permanent resident status
- Commitment to serve 25 hours per week
- Entrepreneurial energy, high level of initiative, positive, “can-do” attitude, flexibility, and teamwork.

- Commitment to Lansing's Eastside, its residents, stakeholders as well as strategic partners throughout the mid-Michigan region.
- Passion for strengthening the local food system and for the ANC mission
- Excellent verbal, written, communication and customer service skills
- Basic computer skills and the ability to learn new software quickly.
- Some experience with local farming/food systems preferred

**COMPENSATION AND BENEFITS:**

Hourly wage of \$18/hr for 25 hrs/wk, plus modest benefits, including: health insurance, 3% employer match into retirement account and vacation and sick time.

**TO APPLY:**

To apply for this position, please submit a resume and cover letter to Kat Logan at [foodhub@allenneighborhoodcenter.org](mailto:foodhub@allenneighborhoodcenter.org). No phone calls please.

The deadline for applications is July 5, 2022. ANC prefers a candidate who can join the team by August 1, 2022 if not earlier.

*ANC is an equal employment opportunity employer. ANC provides equal membership, employment, voluntary and service opportunities to all eligible persons without regard to race, religion, ethnicity, national origin, citizenship, age, sex, gender identity, marital status, sexual orientation, parental status (including pregnancy), disability, membership in any labor organization, political affiliation, height, and weight.*