



### **Job Description: Farm Distribution Coordinator**

**Position:** Farm Distribution Coordinator  
**Status:** Regular, Full-Time, Non-Exempt  
**Hours:** 40 hours per week, Sunday through Monday  
**Reports to:** Associate Director

#### **Position Overview**

Coastal Roots Farm is seeking a full-time, year-round Farm Distribution Coordinator to support our efforts to share fresh fruits and vegetables with the community. We primarily distribute our food through an on-site pay-what-you-can farm stand, a CSA program, off-site pop-up markets and to local hunger relief organizations. The Farm Distribution Coordinator will work with the Associate Director, the Vegetable Production Coordinator and the Social Enterprise Manager to support all of these efforts and ensure successful and efficient implementation both on-site and off-site. As a key “face” of Coastal Roots Farm, this role requires a radically welcoming and outgoing individual, with a passion for local food and sustainable farming.

#### **About Coastal Roots Farm**

Coastal Roots Farm is a nonprofit community farm and education center that nourishes connections—to ourselves, our neighbors, and the land. Inspired by Jewish wisdom and centuries-old agricultural traditions, Coastal Roots Farm practices biodynamic farming and shares their harvest with communities that lack access to healthy food. Their goal is to become a model for community farming and creative Jewish expression, both at home in Encinitas, California, and around the world.

The farm consists of approximately 20 acres of mixed gardens, orchards, food forest, animal pastures, compost, vineyard, barns, greenhouses and farmhouses all in various stages of development. Over 50% of the food grown at Coastal Roots Farm is donated to food and nutrition insecure families in our community through a pay-what-you-can farmstand, pop-up markets and direct donations to local hunger relief organizations. The farm also distributes food through a CSA (community supported agriculture) program and to select local restaurants and grocery stores.

As a center for education and community connection, Coastal Roots Farm offers hands-on learning about farming, gardening and environmental stewardship for people of all ages and backgrounds and hosts gatherings where the community can get to know each other, eat healthy food, connect to the earth and celebrate together.

Coastal Roots Farm was incubated by the Leichtag Foundation and was recently spun off as an independent 501(c)(3) nonprofit organization that is funded through a diverse revenue mix, including philanthropic partners and social enterprise.

### **About the Leichtag Foundation**

The Leichtag Foundation (“Foundation”) is a private independent foundation located in Encinitas, California, with a strong interest in advancing the North County coastal region of San Diego where our founders Lee and Toni Leichtag, of blessed memory, lived and worked. The Leichtag Foundation also supports programs in Jerusalem, Israel. The Foundation currently holds approximately \$134 million in assets and has granted about \$100 million since its inception in 1991—more than half of this since becoming independent in 2008. The Foundation focuses its philanthropy on combating poverty and increasing self-sufficiency for residents of coastal North County; supporting and inspiring vibrant Jewish life in coastal North County; stimulating renewal, service, and social activism in Jerusalem, Israel; and building strong connections and relationships between San Diego and Israel.

In 2012, the Leichtag Foundation purchased the former Paul Ecke Ranch in Encinitas, California. The Foundation’s goal for this 67.5-acre agricultural property, now known as Leichtag Commons, is to create a physical platform for the advancement of the strategies listed above and a cultural and community resource for the San Diego region. With breathtaking views of the Pacific Ocean, a network of greenhouses, barns and other structures, and easy access to the public, the Ranch is situated in an ideal North County location.

### **Essential Duties and Responsibilities**

The essential functions include, but are not limited to, the following:

- Coordinating and staffing all distribution efforts, including market setup/breakdown, produce deliveries, sales and operations, customer service and relations and data entry and reporting
- Packing and distributing CSA boxes
- Coordinating partnerships and pickups with hunger relief organizations
- Supporting post-harvest activities, including harvesting, washing, and packing
- Ensuring quality control of farm products and services
- Supervising volunteers
- Taking photos and assisting with social media efforts
- Recording data and supporting reporting and evaluation of farm distribution efforts
- Identifying market needs and opportunities to expand our programs and partnerships
- General support for the farm and programs

### **Required Qualifications and Experiences**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Outstanding communication skills
- Superb internal and external customer service abilities
- Impeccable interpersonal skills and ability to create authentic relationships with people
- Knowledge and passion for Jewish community farming, food justice, and/or food systems development, etc.
- High level of responsibility, reliability, motivation and a willingness to learn
- Flexibility and willingness to take on a variety of tasks along with an ability to work effectively in a highly collaborative, team environment
- Strong organizational skills

- Strong eye for visual design and presentation
- Strong computer skills, proficient in Microsoft Office
- Ability to lift heavy boxes
- A valid and clean driver's license, experience driving a delivery truck preferred
- Must be available to work as scheduled, with some seasonal fluctuation, as needed

**Preferred Qualifications and Experience**

- Two or more years of experience working at an organic vegetable farm, CSA and farm market
- Two or more years of retail or customer service experience, food retail or farmers markets
- Experience working with social media
- Bilingual (English/Spanish)

**Reporting Relationship**

Reports directly to the Associate Director

**Compensation**

\$17 per hour. Coastal Roots Farm offers a competitive benefits package.

**Typical Working Conditions**

The Farm Distribution Coordinator will work indoors and outdoors. The position must be capable of moving objects and vehicles as needed. There will be exposure to Southern California outside temperatures, chemicals used in the agricultural industry, and loud noises.

**Essential Physical Tasks**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Continual walking, standing, climbing, stooping, bending, kneeling, reaching, lifting, cutting and carrying.

**Equipment Used**

Delivery van, Kubota, farm truck, hand tools (for harvest work), computer/laptop, and tablet/iPad.

**Application Process**

Please send résumés to [jobs@coastalrootsfarm.org](mailto:jobs@coastalrootsfarm.org). In the subject line of the email, please state the position you for which you are applying.

*Coastal Roots Farm provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability or genetics. In addition to federal law requirements, Coastal Roots Farm complies with applicable state and local laws governing nondiscrimination. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*