



Job Description: Farm Distribution Coordinator

Position: Farm Distribution Coordinator
Status: Regular, Full-Time, Non-Exempt
Hours: 40 hours per week, Sunday-Thursday. Evenings, weekends, and holidays on occasion.
Reports to: Farm Manager

About Coastal Roots Farm

Coastal Roots Farm (CRF) is a nonprofit community farm and education center. We cultivate healthy, connected communities by integrating sustainable agriculture, food justice, and ancient Jewish wisdom.

Since our inception in 2014, Coastal Roots Farm has provided dignified access to fresh food for those who need it most. Inspired by Jewish agricultural practices, we raise organic crops and share the harvest with our community through pay-what-you-can farm stands, Community Supported Agriculture (CSA) programs, and direct donations to local hunger relief organizations. Through field trips, workshops, agricultural festivals, and community events, we offer hands-on education and invite our neighbors to connect to the land and each other.

Coastal Roots Farm is located in Encinitas, CA on approximately 15 acres of land. Our Farm consists of vegetable gardens, greenhouses, a food forest, animal pastures, compost systems, and a vineyard. Coastal Roots Farm was incubated by the Leichtag Foundation and received 501(c)(3) public charity status in 2016.

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, off-site pop-up markets and directly to individuals and local hunger relief organizations. The Farm Distribution Coordinator will work with the Farm Manager, 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.

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
- Coordinating partnerships and pickups with individuals and hunger relief organizations
- Supporting post-harvest activities, including harvesting, washing, and packing
- Ensuring safety and 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.

- 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 Farm Manager

Compensation

Wage is commensurate with experience. 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. In the subject line of the email, please state the position you for which you are applying.

Coastal Roots Farm is an equal opportunity employer.