

**Gleaning Coordinator**

* Part Time position (25-40 hours per week, 22 weeks per year)
* Flexible Hours throughout the week
* Pay Range DOE

**Mission**

The mission of the Making A Difference Foundation (MADF) is to make a difference in the lives of others one person at a time by helping them acquire the most basic human needs: food, housing, encouragement, and opportunity.

**Job Description**

The main duties include gleaning local farmers, distributing produce to our food bank clients, developing and maintaining farmers and volunteer relations, and overseeing volunteers and interns. This is a part-time position that requires the employee to work approximately 25-40 hours per week, 22 weeks per year during the gleaning season (May - October). The hours are flexible throughout the week.

**Responsibilities**

The primary responsibilities of the Gleaning Coordinator include, but are not limited to:

* Outreach and development of ongoing relationships with weekly volunteers and farmers at the market.
* Recruit, retain, train, and schedule volunteers for gleaning activities.
* Participate in gleaning most Saturdays from June through October.
* Drive a truck and transport produce from markets and other donations sites to distribution sites.
* Coordinate maintenance of website and social media outlets.
* Plan, direct, and lead the work of 1-2 interns skills

**Requirements**

* Microsoft Office proficiency
* Strong oral communication skills
* Managerial abilities including planning, delegating, and task facilitation qualifications
* High school diploma required, college degree preferred
* 1 or more years of leadership/management experience required
* Ability to drive a truck, valid driver’s license required, clean driving record, CDL preferred
* Demonstrated interest or background in farming, non-profit administration, sustainable agriculture, nutrition, or social work preferred.
* Demonstrated ability to interact, direct, and collaborate with diverse populations, including those who are experiencing mental illness or substance abuse.

Physical Requirements

* Ability to lift and move up to 50 pounds for extended periods
* Ability to listen and speak
* Ability to reach, bend, kneel, and squat Good Food – Cultivating Community

Must have a valid driver’s license.

MADF is an equal opportunity employer and thus values diversity in our organization. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

**Benefits**

* Sick days
* Family Leave (Maternity, Paternity)
* Free food & Snacks
* Wellness Resources