



GLYNWOOD

Center for Regional Food and Farming

The Glynwood Center for Regional Food and Farming is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Bilingual Food Access Coordinator Job Posting

Job Summary: The Bilingual Food Access Coordinator will contribute to Glynwood's goal of making CSA more affordable and accessible to all by supporting the day-to-day management of our CSA is a SNAP program. Under the supervision of the Director of Regional Food Programs, the Food Access Coordinator will be responsible for coordinating partner farm onboarding and contracting, one-on-one technical support, ambassador recruitment and management, and coordinating meetings (virtual and/or in-person). In addition, they will assist with outreach, promotion, member recruitment, partner farm recruitment, and program evaluation. The Food Access Coordinator will also support Glynwood's other food access programs including the Food Sovereignty Fund as needed.

Launched in 2020, CSA is a SNAP makes Community Supported Agriculture (CSA) shares accessible and affordable to customers paying with Supplemental Nutrition Assistance Program (SNAP/EBT) benefits. Through the program, CSA is a SNAP members purchase CSA shares at a 50% discount and pay on a weekly basis with no upfront payment. Originally starting with 5 participating farms, CSA is a SNAP now partners with 15 farms across the Hudson Valley to provide this incentive to hundreds of customers. The Food Access Coordinator will help to further expand this program to include more partner farms and reach more CSA is a SNAP members over the next two years.

Essential Job Duties:

- Coordinating with partner farms, CSA is a SNAP members, and organizational partners to achieve program goals
- Organizing meetings that will further the development of the CSA is a SNAP program
- Creating agendas and taking notes at in-person and virtual meetings
- Communicating with program participants in Spanish and English (both in writing and conversation)
- Implementing communications campaigns to expand program reach
- Working with the Director of Regional Food Programs and Regional Food Program Manager to set strategic priorities for CSA is a SNAP
- Clear, professional, and timely communication with all members of Glynwood's staff and program stakeholders
- Act as Glynwood's Ambassador when communicating with visitors, constituents and supporters
- Support organization-wide events such as Auction, Benefit Picnic, etc. as needed

You could be a great match for this job if you have...

- Confidence in speaking and writing in both English and Spanish in professional settings.
- A college degree or equivalent professional experience
- 1-3 years working in agriculture or food systems
- Demonstrated ability to work productively with diverse communities
- Experience in community organizing
- Formal training in diversity, equity, and inclusion

- Experience in event planning and budget management
- Communications and social media experience
- Work or lived experience with SNAP
- Work or lived experience with CSA membership

To succeed in the Glynwood work environment, you would be expected to...

- Work with Glynwood employees, contractors, and program stakeholders in a collegial manner
- Work alone or on a team, in person or over virtual platforms, as needs require
- Communicate clearly and kindly with colleagues and partners, both in writing and verbally
- Demonstrate a commitment to diversity, equity, and inclusion through continuous learning, modeling inclusive behaviors, and proactively managing your own bias
- Know how to use G-Suite and Microsoft applications

Work Environment:

This is primarily an office-based job. Frequently, the position also requires the ability to facilitate on-site and off-site event support and to visit farmers and others in varied indoor and outdoor settings. All appropriate accommodations will be made to enable a person with a disability(ies) to do this job.

Travel and Weekend Work:

On occasion this role will require travel and weekend work. At most, this will happen once monthly.

Additional Eligibility Qualifications:

- Affinity for Glynwood's mission
- Provable eligibility to work in the US

Compensation/Benefits:

- \$25 - \$31 per hour (equivalent to approximately \$54,000 to \$60,000 annually)
- Paid Time Off: 10 vacation days in the first year, 11 holidays, 2 floating holidays, one week winter break, 5 sick days in the first year (10 in subsequent years)
- Health Benefits: medical insurance, HRA, FSA, dependant care savings account, vision, and short-term disability
- Paid Family and Caregiver Leave: up to 12 weeks, 100% pay
- Paid Sick Time to accrue up to 40 hours per calendar year.
- Discount on farm store products
- Employer contribution to retirement savings account and first year of employment

Regular Work Hours/Location:

- M-F 9:00 am to 5:00 pm with occasional weekend and evening requirements
- This position will be based at Glynwood's campus in Cold Spring, NY. The Food Access Coordinator will be provided adequate office space and has the option to choose a hybrid schedule role with some work performed remotely.

To Apply:

Use this link to apply: [Bilingual Food Access Coordinator](#)

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.