



Ridge to Reef Farm is Hiring!

Below is a description for the R2R Food Hub Market Coordinator. Please see our website for other listings.

R2R Food Hub Market Coordinator

Job Description:

Start Date: April or May 2017. 1-year minimum contract (3 seasons).

Application Deadline: Applications will be reviewed on a rolling basis, with preference given to applications received on or before April 7th, 2017. Position is open until filled.

General Description: This is a key position on our farm to move the items that we and other participating farms produce for our islands' community. The Food Hub Market Coordinator is the main point person for all farm product sales. Primary activities include product marketing and business communications, post-harvest product washing & processing, storage, inventory, & delivery for our CSA, Farm to School, farm food events, and Locally Grown markets. It involves a good amount of delivery around the island. This job is for someone with excellent communication skills, a penchant for cleanliness and organization, and a desire to be an integral part of growing an organic local food system for the Virgin Islands.

Primary Duties:

- Farm to school communications, Food Hub aggregation activities, storage, product delivery, invoicing.
- Coordinate CSA marketing and sign-ups using Member Assembler software. Manage incoming payments, delivery logistics and sales record keeping. Handle general communication with CSA members, farmers, schools, and other clients.
- Format, edit, and produce content for weekly newsletter.
- Manage V.I. Locally Grown website and market; coordinate with current growers; recruit new growers; organize product distribution and pick-up locations; send out weekly Blog email.
- Coordinate and manage all deliveries, markets, in-house program food orders, and CSA pick-ups. Includes handling, washing, packing, & delivering vegetables and meats.
- Other administrative duties, including but not limited to:
 - Manage SNAP payments and EBT sales;
 - Maintaining clean space around food processing, storage, and delivery;
 - Conduct all invoicing, payment entry and accounting for farm product budget;

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- Compile monthly sales by item for government reporting and Organic certification records;
- Create marketing materials (e-mails, flyers and signage) for farm events and announcements.
- Represent R2R Farm at off-farm functions, meetings, and events.
- Communicate and coordinate daily with Farm Director
- Participate in community/staff chores and clean-ups during non-visitor times; participate in Community Meetings (If you live on the farm)

Minimum Qualifications:

- Superlative communication skills and organization
- Knowledge/experience with Good Handling Practices and Organic regulations of agricultural crops and meats.
- Commitment to and knowledge of certified organic agricultural practices in all stages of production and delivery chain.
- Computer and accounting proficiency, ability to solve problems on the fly in an environment where natural elements can make office work challenging.
- Clean driving record; must be at least 26 years old to drive on insurance.
- High standard of customer relations; genuine care for customer experiences with our products
- Ability to lift 80lbs and handle multiple heavy boxes at a time (this job requires much loading and unloading)

Desired Qualifications:

- 1 or more years farm and/or farmer's market experience
- 1 or more years experience in administrative/marketing work
- Experience working with CSA programs
- Experience with software like Microsoft Office, Member Assembler, Adobe Illustrator, QuickBooks, etc.
- Experience living or working in the tropics or sub-tropics

Residency: Resident package includes on-farm accommodations, seasonal produce from the farm and orchards, kitchen bulk staples (excess crops, rice, beans, flour, sugar, etc). Also includes access to the community center, including industrial kitchen (propane stove, pantry, and refrigeration), wireless Internet, and bathhouse with showers and flush toilets. Residential costs are factored as work trade in the position contract. Farm residency is not required for this position.

Contract Salary & Benefits: Salary is commensurate with experience and includes monthly base rate and seasonal bonus plan. Includes optional group health insurance & worker's comp.

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TO APPLY

E-mail CSA@ridge2reef.org with the subject line: "R2R Hub Application." Please include a cover letter (including a brief description of your relevant background), resume, the contact information for at least 3 references and answers to the following questions:

1. If selected for this job, would you want to live on the farm or elsewhere on the island?
2. What experience do you have with marketing agricultural products?
3. Why do you want this job?
4. What special strengths and weaknesses (or challenges) do you have regarding this position?

No phone calls for initial inquiries, please. Serious inquiries only.

About Ridge to Reef Farm and St. Croix:

For those applying from abroad or those not familiar with the current state of farming in the area, a brief contextual description: An estimated 99% of the food consumed on St. Croix is imported, yet the island is suited for agriculture with a rich agrarian heritage dating to pre-Columbian times. Fortunately, recent advances in the local food system including government, community, and consumer support have been made. We and other farmers believe that St. Croix, currently enjoying resurgence in small farming, has the potential to become a model for organic food production locally and globally. While it's small size (84 square miles) intensifies its problems, it also enables change at a rapid pace. We work diligently to be a part of that change for the better.

Ridge to Reef Farm, currently only USDA certified organic farm in the territory, is located in the relatively undeveloped and remote northwest quarter of St. Croix, U.S.V.I, (i.e., the "rain forest"). At our primary 130-acre site, 5-7 acres of land are currently in vegetable production; the remainder is a combination of orchards, pastures and forests. We also manage a nearby 45-acre historic mango orchard, and plan to expand production to additional satellite sites on the island with a mix of fruits and produce.

We supply a 50 to 80 member CSA program with fresh organic produce, tropical fruit, meats, eggs and coffee. We also host 2 weekly market-stands. We have won Farm-to-School contracts for the past three years and move produce for us and other farms to the public school cafeterias. The farm also hosts agritourism events, multi-week educational farm retreats, tours, farm-to-table guest chef donation dinners, farm stays, and educational workshops. In addition to produce, the farm has shorthair sheep (25) and pigs (50) for meat production.

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There are a number of recreational possibilities at Ridge to Reef Farm, and the views of the countryside, rainforest, surrounding farms and ocean are rural and idyllic. There are hiking trails, dirt roads for walking/running (mostly hilly terrain), and the beautiful west end beaches of St. Croix, with opportunities for snorkeling, paddle boarding and diving. We are 3 miles from the beach. At 17 degrees latitude, we enjoy a sub-tropical climate with rainy and dry seasons. More information about St. Croix can be found at <http://www.gotostcroix.com>.

Questions? Please call 340.220.0466 and leave message (we get poor reception here and check calls daily) or email csa@ridge2reef.org.

Ridge to Reef Farm

Frederiksted, USVI 00840

www.Ridge2Reef.org