



Job Title: Outreach & Program Coordinator, New American Sustainable Agriculture Project (NASAP)

Status: Full time (40 hours/week, typically M-F 8:00am-4:00pm, with some early morning, evening, and weekend hours)

Compensation: \$20-22/hour, commensurate with experience; medical and dental benefits available; paid time off

Locations: Based out of Manchester, NH with travel to around central/southern New Hampshire

About ORIS and Fresh Start Farms

The Organization for Refugee and Immigrant Success (ORIS) is an ethnic community-based nonprofit organization with the mission to aid in the resettlement of refugees and immigrants in New Hampshire by providing training, assistance, resources, and opportunities that promote self-sufficiency. ORIS's Board of Directors and staff are majority new Americans. The power of ORIS lies in its cultural understanding, linguistic expertise and first-hand knowledge of the immigrant experience.

ORIS's New American Sustainable Agriculture Program (NASAP) engages refugees and immigrants with agricultural backgrounds in developing their own small sustainable farm enterprises that are consistent with their culture, lifestyle, and aspirations. NASAP provides farmer training, technical assistance, access to land and markets and business development support. Participants are able to sell their produce through farmers markets and farm stands, and ORIS's Fresh Start Farms brand, which includes a farmshare, a new retail store in Manchester, farmers markets throughout the region, and the Fresh Start Food Cart, a mobile farmers market.

Job Summary

Reporting to the NASAP Director, the Program Coordinator is responsible for managing various aspects of NASAP, with particular focus on expanding the program's reach and impact. They will be responsible for outreach to refugee and immigrant communities for NASAP, while being knowledgeable about all of ORIS's programs that may support the needs of new American communities. The Coordinator will also be responsible for training and technical assistance on market sales of the farmers' goods. As part of the NASAP team, the Coordinator will provide on-site technical assistance to farmer entrepreneurs at incubator farm sites, farmers markets, and other sales outlets utilized by farmers. This position will also support the NASAP Director with record keeping and reporting on project activities as needed.

Responsibilities

- Increase participation of new Americans in Fresh Start Farms NH through outreach with community organizations, partners, and others.
- Identify and attend relevant events to promote Fresh Start Farms, NASAP, and ORIS.
- Act as the primary point of contact for all new NASAP participants that are growing crops for home consumption and/or working toward market sales
- Provide technical assistance to farmers on topics including soil and pest management, quality standards, food safety, and other topics.
- Document farmers' activities for project tracking and evaluation, including training and technical assistance participation, photographing on farm activities, and assisting growers with recording revenue.
- Regularly conduct on-site farmers market visits to provide training on set-up, displays, and sales
- Coordinate farmers market schedules and ensure all markets run smoothly (including Saturday markets)
- Ensure farmers are following Food Safety Modernization Act (FSMA) guidelines as well as guidelines for each market site
- Conduct weekly site visits at all NASAP farms and coordinate with the Food team and Farm stand team on product availability
- Provide weekly support on harvesting and post-harvest handling
- Manage volunteer groups for NASAP, including managing volunteer project list, recruitment and screening, and oversight/management during volunteer projects.
- Participate in regular project meetings and promotional events as scheduled.
- Work together with the NASAP team to complete all projects on time
- Perform other related duties as requested.

Qualifications:

- 2-3 years of experience in community food systems, marketing and sales, wholesale, produce retail, sustainable agriculture and/or other related fields.
- Excellent communication and interpersonal skills
- Excellent organizational, time management and multitasking skills
- Adaptability and ability to work in a rapidly changing environment
- Must possess sales abilities General knowledge of veggies, fruits, and other locally-produced items
- Must be able to work sensitively and competently in a multicultural and multilingual environment
- Experience working with refugees or other populations with diverse cultural and socioeconomic backgrounds preferred
- Proficiency in Kinyarwanda, a language spoken by many new Americans in New Hampshire is considered an asset.
- Works well independently and part of a team
- Proficiency with Microsoft Word, Excel and social media sites
- Driver's license and reliable private vehicle;

- Travel between Manchester Concord, Boscawen, Dunbarton and other Nasap sites NH is essential.
- Candidates must have a valid driver's license with a clean driving record.
- Availability to work a flexible schedule, including evenings and weekends

Physical Requirements:

- Ability to lift and move up to 50 lbs on occasion. Able to stand for long periods of time and work outside to execute job responsibilities.
- Able to sit and concentrate at a desk and work in an office setting to execute job responsibilities.