



Title: Outreach and Marketing Coordinator, New American Sustainable Agriculture Program
Status: Full time (35-40 hours per week, typically M-F 8:00am-4:00pm, with some early morning, evening, and weekend hours)
Wage: \$18-20/hour, commensurate with experience; medical and dental benefits available; paid time off
Locations: Based out of Manchester, NH offices with travel to Dunbarton and Concord farms

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 by providing training, assistance, resources, and opportunities that promote self-sufficiency. ORIS's Board of Directors and staff are majority new Americans, representing eight countries and fluent in thirteen languages. 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 Outreach and Marketing Coordinator is responsible for managing various aspects of NASAP, with particular focus on training and technical assistance for successful 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. S/he will also 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. 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.
- Provide technical assistance to farmers with fulfillment of produce orders, including meeting quality standards, post-harvest handling and food safety requirements, particularly during weekly harvest activities.
- Document farmers' activities for project tracking and evaluation, including training and technical assistance participation, and photographing on farm activities.
- Assist growers with recording sales, expenses, and documentation for tax preparation.
- Coordinate Fresh Start farmers' participation in regional farmers markets, including applications, market schedules, and required scale clinic schedules.
- Regularly conduct on-site farmers market visits to provide training on set-up, displays, and sales, and ensure all markets run smoothly (including Saturday markets)

- Overseeing SNAP/EBT transaction activities for all farmers market sites, ensuring compliance with regulations for such sales.
- Support the farmer-led market at Morningstar Apartments, including managing SNAP/EBT transactions at this site, sales documentation support, and farmer coordination.
- 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 Hub team on product availability
- Provide interpretation for Kinyarwanda-speaking farmers and clients
- In coordination with Training and Technical Assistance Manager, support farmers with required paperwork for loan, grant, and other applications, reports, and loan repayments that support their farms.
- Manage media opportunities for the NASAP team, including coordination with ORIS leadership
- 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 general knowledge of vegetables, 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 Kinyaranda, a language spoken by many new Americans in New Hampshire
- Works well independently and part of a team
- Proficiency with Microsoft Word, Excel and other common software.
- Must have a valid driver's license, clean driving record, and reliable private vehicle;
- Travel between Manchester, Concord, Boscawen, Dunbarton and other NASAP sites is essential (with mileage reimbursement for private vehicle travel).
- 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.

ORIS is an equal opportunity employer. To apply, please send a resume and cover letter expressing your interest in the position to amunene@refugeesuccess.org. Applications will be reviewed on a rolling basis.