

## **Brownsville Fresh Food Box Coordinator**

The Fund for Public Health in New York City (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

### **PROGRAM OVERVIEW (Please list Grant Name and Location)**

The Brownsville Food Box Program is a community supported agriculture and collective buying project at the NYC Department of Health and Mental Hygiene (DOHMH) Brownsville Neighborhood Health Action Center (Action Center), funded by the New York State Agriculture and Markets FreshConnect Food Box Program to increase the fruit and vegetable consumption by low-income, SNAP eligible consumers, and to reduce their incidence of obesity and chronic disease. The Food Box Program operates by purchasing fruits and vegetables from sustainable local farmers in bulk and sold to the community at below market prices. Participants sign up and purchase a food box filled with local and seasonal produce and pick it up the following week. At that pickup, they sign up for the week after.

### **POSITION OVERVIEW**

The Site Coordinator will be responsible for the creation, implementation and on-site management of a new Fresh Food Box distribution site from September 2019 to approximately the end of June 2020. The Site Coordinator will work approximately 10 hours a week at \$19/hour and will be responsible for completing the following:

### **RESPONSIBILITIES**

- Sign up participants
- Order the produce and arrange for pick up and/or delivery
- Prepare and distribute food boxes
- Maintain organized records of bags purchased, income in cash and EBT, and report this information to the Wholesale Community Outreach Coordinator
- Create/curate appropriate outreach and educational materials. All outreach and educational materials must be reviewed and approved by DOHMH
- Create/curate produce selections for Food Box distribution site
- Work with community partner to conduct outreach to build participation in the food box program
- Establish professional and productive community partnerships with various organizations
- Establish written best practices to be shared with the Brooklyn Neighborhood Health Action Center for sustaining the Food Box site
- Report on activities and participant feedback in a format to be developed and provided by DOHMH. The coordinator will report weekly on the following metrics:
  - Number of Food Box Shares
  - Number of individuals who participated
  - Demographic information of participants

- Number and types of outreach materials
- Number and variety of fruits and vegetables
- Number of electronic materials distributed
- Number of individuals reached through materials

The Site Coordinator will submit a bi-weekly invoice with a log of hours worked, not to exceed 10 hours per week unless pre-approved by Program Director, and signed by the Brooklyn Neighborhood Health Action Program Director for payment.

### **QUALIFICATIONS**

- Experience with grassroots community outreach
- Resident of Brownsville, Ocean Hill or East New York **strongly preferred**
- Interest in food and health, and related issues – such as cooking, nutrition, health
- Interest in farmers markets and/or related issues – such as urban planning, food systems, sustainable agriculture, event planning, small business administration, economic development
- Familiarity with Microsoft Office and Google Documents. Experience with design programs a plus
- Excellent time management and organizational skills
- Strong communication skills, both written and verbal
- Flexible and easy going
- Enjoys talking with people of various backgrounds
- Ability to work outdoors in various weather conditions
- Able to lift 50 lbs
- Fluency in Spanish a plus

### **SALARY AND BENEFITS**

We are looking for a coordinator work approximately 10 hours a week at \$19/hour to coordinate the food box.

### **TO APPLY**

To apply, send Resume, with Cover Letter, including how your experience relates to this position, [here](#).

*The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.*