

ANDROSCOGGIN GLEANERS COORDINATOR - POSITION OVERVIEW

In partnership with the Androscoggin Gleaners Planning Team, the Androscoggin Gleaners (AG) Coordinator supports reducing food insecurity and food waste in the region through the harvest and delivery of excess produce from local farms to emergency providers and other food access sites across Androscoggin County. The AG Coordinator is responsible for the overall functioning of the gleaning group including day-to-day activities, volunteer coordination, outreach and communication, data collection and reporting, partnership development and systems improvement. The AG Coordinator will further the group's goal to establish gleaning as a necessary and integral piece of the local food system, and to increase access to nutritious foods to all in our communities - both rural and urban. They should be a highly organized individual who thrives in a self-directed work environment. Due to the nature of the volunteer-driven program, they should be flexible and be prepared for a wide variation in members' abilities and engagement.

RESPONSIBILITIES:

- Organize and facilitate Androscoggin Gleaners Planning Team meetings and assist with setting the agendas.
- Ensure timely communications with AG network, including farmer partners, distribution sites and the general public through email and other platforms.
- Coordinate outreach and communication strategy for onboarding new farms and volunteers.
- Create and maintain recruitment, onboarding, and retention strategy for volunteers.
- Create social media strategy with volunteer support for AG platforms including but not limited to the Facebook group.
- In partnership with farmers and farm leads, create and help implement a seasonal gleaning schedule
- Ensure daily/weekly gleaning activities are successful, including fielding requests/questions from Farm Leads, and acting as farm lead when needed to support harvest requests
- Stay abreast of food and agriculture-related happenings in Lewiston/Auburn and surrounding communities.
- Engage in multi-stakeholder meetings to continue growth and understanding about food security issues.
- Pursue funding to support AG Coordinator role and sustainability of the group.
- Facilitate pop-up gleaning coordination.
- Lead/support community engagement events (ie: fundraisers, food processing events, celebrations, etc.)
- Reporting responsibilities including Harvest for Hunger, farm tax info, reports to share with the public and farmer thank you notes.

QUALIFICATIONS

Required:

- Must have a valid driver's license with clean driving record, and a vehicle to use.
- Must have the ability to work from home with their own computer and internet.
- Experience or passion for local food system or farming work.
- Team player and ability to foster a collaborative and supportive work environment.
- Computer competency: proficient in Zoom platforms and Microsoft Office Suite, including Excel.

- Enjoys outdoor work; comfortable with and able to perform the physical labor required to manage and care for gardens, including regular bending, lifting, and carrying up to 50 pounds and working in a variety of weather conditions.
- Enjoys creating inclusive spaces, activities, and programs for people with a wide range of abilities and lived experience.
- Excellent interpersonal and communication skills.
- Strong program management skills.
- Experience with collaborative work and building strong partnerships; able to represent the Androscoggin Gleaners in community settings.
- Experience with and ability to work alongside, support, and engage people from diverse backgrounds and communities, including people dealing impacts of poverty, trauma, and insecurity in diverse realms of their lives.

Preferred:

- Experience designing, leading and assessing youth engagement programs.
- Ability to communicate verbally in Somali, French, Portuguese, Arabic, or other languages is a plus.
- Certification in CPR and First-Aid preferred.
- Comfortable with learning new technology including design tools (ie: Canva or Venngage)
- Customer service experience.

The Androscoggin Gleaners Coordinator is a part-time position with hours fluctuating seasonally. The work schedule is flexible but requires regular monitoring, communication and responsiveness. Pay is \$21 per hour. This position is grant-funded for one year with intent to extend or grow funding in years two and beyond.

- 18 hours per week June-November.
- 5 hours per week December-May
- This position has the potential to be 100% remote with frequent local travel. Possibility for office space in Lisbon Falls or Lewiston if needed.
- This is a contract position, and as such does not qualify for benefits.

CONTACT TO APPLY:

Please submit a resume and cover letter telling us why you are passionate about food security, and the local community.

Submit all material via email with “Androscoggin Gleaners” in subject line to Lynne Holland at lynne.holland@maine.edu Interviews will begin in early July and continue until position is filled.

The Androscoggin Gleaners does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran’s status in employment or all other programs and activities.