

# C.R.O.P.S. Program and Development Coordinator

## Position Summary

The Program and Development Coordinator will play an essential role in advancing C.R.O.P.S.'s mission by supporting and expanding the organization's programs, development and community impact.

Full time or part time: Full time

Scheduling: Monday - Friday, with occasional evenings & weekend days as needed

Pay: \$22.00 per hour

Application closing date: 1/31/25

Application requirements: email [admin@cropsnj.org](mailto:admin@cropsnj.org)

- Resume
- 2 professional references with name, email and phone number
- Cover letter, which includes answers to the following:
  - Why are you interested in this position?
  - Give an example of when you have successfully built relationships in a community organizing capacity or collaboratively across organizations.
  - Give an example of when you were responsible for successfully managing a project independently from start to finish.
  - Give an example of when you led a team to successfully complete a project and an example of when you worked as part of a team to successfully complete a project.

## Key Responsibilities

**Organizational Development Responsibilities - *building of the organization*** (assisting ED & DOO in developing organization's longevity/sustainability)

- Maintaining grant, federal & state compliance (as relating to spending, vehicle, physical spaces / permits)
- Assist with grant research, writing, proposal development, managing, reporting and schedule of grant deadlines as needed.
- Track and analyze program metrics & data, and be prepared to report out on it.
- Maintaining C.R.O.P.S. spaces by assisting Director of Operations with site and/or vehicle related projects
- Manage participant registration, communication, and feedback for events.

**Program Responsibilities - *facilitation of the organization's programs*** (occasionally assisting FDC & FPC in facilitating programs)

- Assisting with Food Production - As needed in the Community Gardens (coordinated with approval from the Director of Operations)
- Assisting with Food Distribution - As needed as available at farmers markets and at Farm Share Program distribution / pickups, surveys, gather feedback, and organize focus groups to understand community needs and improve program offerings (coordinated with approval from the Director of Operations)

- Coordinating Gardening & Nutrition Workshops series with collaborating organizations and partners, and schools by establishing scheduling, topics, location, materials, etc. (coordinated with approval from the Director of Operations). This builds strong relationships among our partners as a way to connect with the community we serve.
- As needed, pick up materials, orders and transport to necessary locations.

### **Community Development Responsibilities - *maintaining community connections of the organization***

- Building and managing relationships with volunteers and volunteer groups and coordinating their attendance when needed to help implement programming. This is essential to keep costs of programming down.
- Attending meetings and/or events as C.R.O.P.S.'s representative as a way to continue existing community engagement and outreach
- Identify and initiate new partnerships that align with C.R.O.P.S.'s mission to support food accessibility, sustainable practices, and community empowerment.
- Lead volunteer recruitment efforts to support community programs, working to match volunteers with roles suited to their skills and interests.
- Train, coordinate, and supervise volunteers to ensure successful program execution and positive engagement.
- Maintain a volunteer database and schedule, tracking hours and contributions to recognize and appreciate volunteer efforts.
- Act as the main point of contact for community inquiries and provide excellent customer service for all program participants and stakeholders.

### **Qualifications**

- 3+ years of experience in community outreach and program coordination, ideally focused on food security, community development, or sustainability.
- Strong communication and interpersonal skills with the ability to build relationships and work collaboratively.
- Proven experience managing volunteers or large groups of people and coordinating events or programs.
- Ability to work independently, handle multiple responsibilities and meet deadlines, and adapt to changing community needs.
- Technological skills including Google suite, email, etc.
- Budget management skills are required, including grants management (expenditure accounting & reporting out to funder)
- Familiarity with gardening / agriculture
- Education / Teaching experience
- Knowledge of &/or a willingness to learn about Farmers Markets & Farm Share Programs in order to support their success
- Must be able to pass a background check
- Must have a valid driver's license and at least 5 years of a clean driving record
- Must be available for in-person work