

Greenbrier County Health Alliance, Inc

Job Title

Local Food Coordinator

Job Location

Lewisburg, WV

Job Type

Temporary / Full -time

Salary Range

\$28,000

Application Deadline

April 17, 2026

Job Description

Local Foods Coordinator/Montwell Community Market Manager

Job Overview: This full-time job offers flexible hours, an independent work environment, and meaningful food systems work. The position will be responsible for rescuing surplus produce, managing aggregation and distribution, overseeing a farmers market, using a community kitchen as an agricultural food hub, and building sustainable partnerships with local growers and community partners. The ideal candidate will have a unique blend of agricultural experience, program coordination, logistical planning and implementation, and public management skills.

Project Leadership: Project leadership support will be provided by the Greenbrier County Health Alliance, in partnership with the Montwell Community Market board of directors, and the Greenbrier County Food Policy Council.

Local Food Coordination: Includes implementing an organized and systematic gleaning project to identify unharvested or surplus crops at local farms, B-grade produce, and surplus at the end of farmers' markets that might otherwise go to waste. Keep a database of vendors who donate, with records of all donations. Calculate using the agreed price and pay vendors weekly using Gleaning Project petty cash, and maintain Gleaning Project petty cash record-keeping.

Food Hub Activities: Oversee the operations of an aggregation and distribution center equipped with cold storage to preserve the freshness of recovered produce, ensuring it is properly weighed, sorted, and stored according to food safety standards. ·

Volunteer Management: Provide leadership to engage volunteers in performing gleaning activities, assist with kitchen duties, pick-up and delivery of donated food, and assist farmers with gleaning activities.

Data Tracking and Record Keeping: Maintain detailed records of crops collected, pounds harvested, and participating farms. Provide donation reports to farmers and track donation totals for reports to funders.

Market Operations: The Market Manager works closely with Montwell Community Market board to develop and implement the market's outreach plan, special events, and responds to issues that arise during operations. The manager uses POS equipment and software to process payments and maintain records for the SNAP, Senior Voucher, WIC, and EBT, and pays farmers weekly for purchases using a coupon system.

Qualifications: This position requires a blend of agricultural knowledge, community leadership, and significant physical stamina. Below are the minimum requirements.

- **Minimum Education:** A preference for a higher education degree in an agricultural or social service field.
- **Experience:** 2–5 years of experience in agricultural operations, program implementation, community organizing, produce management, or food security outreach preferred. Specific experience in leadership for volunteer management or coordinating farmers' markets is highly valued.
- **Leadership & Interpersonal:** Ability to develop positive relationships and coordinate activities with diverse stakeholders, including farmers, volunteers, vendors, community non-profit boards, and policy makers.
- **Logistics & Project Management:** Strong organizational skills to oversee food aggregation, distribution plans, and Farmers Market operations.
- **Technical Proficiency:** Working knowledge of Microsoft Office (Excel) and/or Google Workspace for data tracking and inventory.
- **Familiarity with point-of-sale (POS) systems and social media marketing required.**
- **Attention to detail and the ability to reconcile market transactions is a must.**
- **Driver's License:** A valid license with a clean driving record and vehicle insurance is mandatory, as the role involves frequent travel.
- **Food Safety:** Must possess or be able to obtain a Food Handler's Card.

- Professional Training: Specialized certifications like the Market Manager Certification Program are desired but not required.
- Stamina: Ability to stand and walk for prolonged periods.
- Strength: Must be able to lift and move 30–50 pounds repeatedly (e.g., crates of produce, market tents, or pallets).
- Environmental Resilience: Willingness to work outdoors in inclement weather occasionally, including extreme heat, cold, rain, or snow.
- Problem-Solving: Calm, solution-oriented, and capable of handling minor conflicts of logistical issues professionally.

Offer Details:

This is a 7-month grant-funded position with the Greenbrier County Health Alliance. Local Food Coordinator/Farmers Market Manager total offer for the 7- month position is \$28,000 with payroll deductions. This will be set up as a temporary employee through GCHA with no health or retirement benefits. Payment schedule will be every other week · Position requires reasonable use of own vehicle with liability coverage. Agree to hold all market business in strict confidence and will not directly or indirectly disclose our confidential information, except as required in the performance of duties. Please send your resume to: sallyjhurst@gmail.com