



650 Suffolk Street, Suite G10
Lowell, MA 01854
978-455-2620
MillCityGrows.org

Food is Medicine Coordinator

Full-time, benefits

Organization Description: Mill City Grows (MCG) was founded in 2011 as a catalyst for food justice, ensuring that all people of Lowell have access to culturally connected food, land, and education. Our programs have grown from a single community garden to include: food, nutrition and advocacy education for people of all ages; community and school gardens; working urban farms; mobile markets and farm shares; and above all encouraging and supporting people to grow their own food. MCG infuses food production spaces with food education to increase food sovereignty, universal access to fresh produce, and promote environmental sustainability throughout Lowell.

We are seeking a motivated candidate who is passionate about farming, gardening, food, and the role it plays in building community with an intention to use food as medicine. Mill City Grows works with the Food is Medicine MA Coalition to design, implement, advocate for and fund programs to enhance the quality of life for people who have chronic illness. We recognize there are many factors to chronic illness and we want to bridge the gap between affordability, accessibility, and culturally connected foods. The Food is Medicine Coordinator is a new position in our growing Food Is Medicine program which includes food access and education for members of our community facing chronic illness. This program is designed to increase food security and pair access to fresh produce with education about preparing food to support long-term positive health outcomes. The FIM Coordinator reports to the Community Education Manager.

Role and Responsibilities:

- Support pack out of weekly farm shares
- Office Admin duties: phone calls, data entry, coordination, scheduling, with healthcare and human service partners
- Develop, finalize, and distribute recipes and other educational information with CSA shares (this includes translating materials using a translating service)
- Day-of support for CSA distribution (weigh/wash produce, pack out, label, track returns)
- Deliver CSA shares to customers' homes
- Support and develop relationships with various healthcare partners
- Farm work (harvesting, washing, planting, weeding, maintenance, etc.) Incorporate medically tailored crops to crop plan.
- Ensure that recipes reflect the farm share program and that ingredients are culturally connected, affordable, and accessible
- Provide supervision to program interns and volunteers as assigned
- Support the function of MCG kitchen operations, maintenance, cleaning, & servicing
- Co-facilitate Farm to Table cooking classes including day of support with prep and clean-up
- Track and monitor data for program evaluation, and draft reports to management and external audiences

- Support food waste tracking system
- Support fundraising, development, marketing and special events as assigned
- Other duties as assigned

Qualifications:

The ideal candidate will have some farming and gardening experience, and will be willing to jump into tasks while programs are being developed, can work in a fast paced environment and be able to manage multiple tasks at once. Strong interpersonal and communication skills. Candidates must have the ability to not only see obstacles, but craft feasible solutions to meet goals; demonstrate a commitment to cultivating community and promoting equity and inclusion; be a great team player and passionate about food justice work; possess an interest in sustainability; have a love of learning, and a desire to grow professionally and personally; and have the desire and ability to go above and beyond to get the job done.

Additional Qualifications:

- Multilingual candidates are strongly encouraged to apply (Spanish, Khmer, Burmese, Arabic and/or Portuguese language skills a plus)
- Self driven and motivated
- Proficiency with Microsoft Office; Google Suite
- Excellent communication skills, written and oral
- A criminal background check is required for this position
- A valid driver's license and kitchen experience are a plus

Mill City Grows offers a strengths-based collaborative staff team, flexible work environment, with parking and accessible office location in Lowell. This position will require some evening/weekend hours to coordinate volunteer days and attend special events. Salary range is 40-42k. Benefits include: health, dental, & vision insurance, short term disability, 401k plan, 12 paid holidays, vacation, sick, & personal time, and fresh veggies!

To apply:

Applications will be accepted on an ongoing basis.

Email cover letter and resume to hr@millcitygrows.org, with subject line: "Food is Medicine Coordinator"

Please have 3 references upon request.

Mill City Grows is an Equal Opportunity Employer. Visit us at: millcitygrows.org