



CSA Coordinator

Position Announcement

Organization

Urban Tilth cultivates agriculture in west Contra Costa County to help our community build a more sustainable, healthy, and just food system. Since its founding in 2006, Urban Tilth has emerged as a local leader, a catalyst of integrated, food- and community-focused efforts. Staffed by residents and drawing on principles of leadership and youth development, we teach, farm, forage, train, and employ residents to increase our community's food self-sufficiency. We strongly believe that underserved communities have the potential to solve our own problems if given real opportunities to obtain adequate resources, quality education, meaningful employment and real leadership pathways.

Position Description

Urban Tilth has an immediate opening for a CSA Coordinator serving the North Richmond Farm and our Community Supported Agriculture Programs. The position is responsible for helping to prep, pack, pick up and deliver boxes of locally grown fruits and vegetables to local CSA members and pick up sites in West Contra Costa County on Tuesdays, Wednesdays, Thursdays and Fridays. This position will also assist with maintenance and sanitation tasks of our equipment. Excellent customer service, ability to work as a strong member of a team, attention to detail, and timeliness are primary measures of success.

This position is currently part-time, approximately 20 hours per week, but the project is growing. **Delivery driving is a required part of this position.** Drivers must have excellent customer service, a safe and clean driving record, a valid driver's license of at least 2 years in the state of CA, and be able to start on **February 5, 2024.**

Position responsibilities:

- Provide excellent customer service
 - Deliver CSA produce boxes to CSA members
 - Work with CSA managers to coordinate box pick up sites
 - Assist with payments and new member recruitment and outreach
 - Prompt and efficient delivery
 - Conduct vehicle inspections and track mileage and fuel usage
 - Relay any feedback from CSA members
 - Assist with cleaning CSA program's assets and equipment
 - Work with volunteers and staff of special farm projects and during volunteer days ●
- Attend monthly Urban Tilth ALL staff meetings

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- Participate in ALL Urban Tilth projects, programs and events
- Attend trainings and conferences to continue to develop professional skills

Required Skills:

- Proof of valid driver's license
- Safe and clean driving record
- Excellent customer service
- Ability to lift 50 lbs daily
- Experience working in Richmond and West Contra Costa County
- Comfortable moving around in Richmond and North Richmond

Desired Skills:

- Prompt, hard worker
- Excellent conflict resolution skills
- Excellent verbal communication skills
- Collaborative yet self-driven work style
- Comfortable managing multiple tasks and picking up new tasks as needed
- Ability to make deliveries and pick-ups in Berkeley, El Cerrito, Brentwood, and Petaluma
- Bilingual Spanish

Compensation:

- Starting wage \$20.00 per hour

*Low income, people of color, women, LBGTQ, Richmond and West Contra Costa County residents are encouraged to apply.

How To Apply:

Send resume, cover letter and a current copy of Driver's Licenses and 2023 DMV Driving Record and references via mail or email to:

ATTN: CSA Coordinator Hiring Committee
Urban Tilth
323 Brookside Dr
Richmond, CA 94801
510-232-0911
employment@urbantilth.org