

Massachusetts Avenue Project Value-Added Product Coordinator

Commitment: Part-time, 20 hours/week, non-exempt

Application Deadline: Rolling until filled

Location: In office at 387 Massachusetts Avenue

Compensation: \$24/hour with paid holidays and 401K

Experience: Minimum of 2 years of related experience required

The Massachusetts Avenue Project (MAP) is a food justice organization in Buffalo, NY, working to identify and dismantle systemic forms of oppression in the food system through our programmatic and advocacy work. MAP strives to build a workplace that includes paid positions for people from traditionally underrepresented groups and is committed to building a diverse and inclusive staff that reflects the communities we serve. We encourage qualified members of diverse communities to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Position Title: Value Added Product Coordinator

Reports to: Kitchen Manager

Organization Summary: The mission of the Massachusetts Avenue Project (MAP) (www.mass-ave.org) is to nurture the growth of a diverse and equitable community food system to promote local economic opportunities, access to affordable nutritious food and social change education. MAP operates an urban farm, a city-wide Mobile Market Program to improve nutritious food access, a commercial kitchen to support microenterprise development and community education and a year round youth employment and training program in urban agriculture and food systems. We work to build partnerships and coalitions to advocate for food system change in support of health and food equity and environmental justice. MAP values creativity and cooperative principles and team problem solving.

Position Summary: The Value Added Coordinator will spearhead the strategic planning and seamless coordination of value-added product development, sales, and food donations in collaboration with MAP staff & youth, local growers, and other stakeholders. This role focuses on leveraging seasonal produce to not only reduce food waste but also to optimize business opportunities through waste management strategies.

Essential Value Added Coordinator Duties:

- Work closely with Markets Director and Kitchen Manager to create and implement a business plan for value-added production
- Work closely with Kitchen Manager, Farm, and Market teams to coordinate, research, and document all expenses to develop pricing, labeling, and packaging for all of MAP's value-added products

- Work with Kitchen Manager to build recipe pipeline and create value-added products for sale, including overseeing a seasonal calendar of produce availability
- Coordinate with Cornell Food Ventures Center to obtain scheduled process, nutrition labels, etc.
- Work with Market team to track and evaluate value-added sales, and adjust production as needed
- Work with Markets Director to develop tracking mechanism and track food waste diverted from compost due to value-added product development and donation
- Maintain cleanliness and organization in the kitchen and ensure health and safety standards are exceeded in all processing
- Ensure quality control and accountability for all kitchen operations related to food recovery
- Coordinate volunteers as needed
- Center community, food sovereignty, and food justice as a representative of MAP

As Needed:

- Build partnerships with new potential sales venues for products
- Assist in coordinating co-processing of other farms products into value added products
- Provide one lesson per group twice a year on business aspect of VA products for youth program

The Ideal Candidate has:

- At least 2 years experience in food-related business development
- At least 2 years experience working in commercial kitchens on product development, recipe development, or food processing
- Excellent communication, teamwork, creative problem solving and organization skills
- Ability to communicate effectively with various stakeholders (youth, parents, organizational partners, volunteers, and general public) and educate community on food and food systems
- Knowledge of issues relating to local food, food sovereignty, and sustainable agriculture
- Must be able to work collaboratively with a team and remain flexible to scheduling changes
- Positive, energetic, and focused working independently and with groups
- Demonstrated ability to creatively solve problems
- Experience with business analytics
- General computer and social media literacy, including G Suite and/or Microsoft Office Suite

Additional preferred qualifications:

- Experience teaching in formal and/or non-formal settings with teens, diverse populations, local growers and others
- 1-2 years of food preparation and preservation skills
- Servsafe Food Handler or equivalent food safety training

To apply please send a cover letter, resume and two references to:

Diane Picard at dpnoc@mass-ave.org