



Position Description: Neighborhood Harvest Project Coordinator

Project Background:

The Neighborhood Harvest project partners with neighborhood associations and residents to organize fruit tree harvests of entire blocks and neighborhoods to provide healthy food for people in need from the “suburban orchards” that fill Silicon Valley, and to directly involve the community in reducing local hunger.

Compared to other Village Harvest activities, the direction for this project is to teach neighborhoods and organizers how to do more of the effort themselves rather than Village Harvest doing most of the activity. In practice the amount done by VH varies by the level of experience of the local neighborhood organizers.

The Neighborhood Harvest Project Coordinator will plan and organize the 2021 citrus season of neighborhood harvests from late January through April.

Major Responsibilities:

- Plan, coordinate, and execute 7 to 10 neighborhood-scale harvests in South Bay locations. Anticipated goals: harvesting 50 homes with 100+ volunteers, yielding approximately 10,000 pounds to food banks or pantries.
 - Develop and maintain event plans and schedules, including detailed instructions and plans for each harvest event (e.g. volunteer instructions, leader instructions).
 - Learn and execute VH processes and systems for harvest events
 - Work with or coach neighborhood organizers to recruit and select home fruit donors.
 - Recruit and manage volunteer harvest leaders, drivers, and assistants
 - Recruit and manage volunteer groups and volunteers
 - Coordinate logistics with food agency partners
 - Occasionally, provide on-site leadership of events because of complexity or size.
 - Enter and manage data for the harvests within VH’s computer infrastructure and processes

- Create an archive of information useful for future harvests by other volunteers or staff

- Update or create “how to” guides and presentations to make it easier to promote the program and teach local organizers



Qualifications:

- Excellent, demonstrated planning and organizational skills.
- Enthusiastic, articulate written and verbal communicator in English by phone and email.
- Tech savvy with intermediate to advanced computer usage skills (e.g. database, spreadsheet, and web tools).
- Self-managing; ability to work independently the majority of the time.
- California driver's license with a record approvable by our insurance carrier, and their own transportation to visit neighborhoods and meet with other project stakeholders. Able to drive to and visit South Bay locations on-site assessment and planning.
- Strongly Desired: prior volunteer experience and familiarity with Village Harvest event activities, culture, and goals

Work Environment and Hours:

- This is a part-time seasonal position expected to be 8 to 15 hours per week from January through April 2021. Reports to the Executive Director.
- Some work hours must overlap with the other VH staff in the 9 am – 6 pm weekday window. Some Weekend and Evening availability required to work with neighborhood participants and VH volunteer leaders.
- This position will be primarily performed remotely from home or other locations in a distributed office environment. Participation in each harvest is not required, but there may be complex events where on-site coordination will be valuable.
- Physical requirements: ability to operate computers and displays for extended periods of time.
- Desired: ability to lift 35 pounds to set up and move equipment; enter, exit, drive vans and other vehicles.
- Hourly pay commensurate with experience, competitive with the non-profit sector.