

Position Description: Neighborhood and Orchard Harvest Project Coordinator

Village Harvest is a nonprofit volunteer organization in the San Francisco Bay Area that harvests abundant fruit from homes and small orchards, then passes it along to local food agencies to feed people in need. Since our founding in 2001 volunteers have harvested over 3.4 million pounds of healthy, local, sustainable fruit through the power of community sharing and action.

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 and food waste.

The Neighborhood Harvest Project Coordinator will plan and organize the 2022 citrus season of neighborhood harvests from January through April. Because of a 2021-2022 state insect pest quarantine, previously organized San Jose neighborhoods cannot be harvested and the coordinator will need to recruit and expand the project to new Sunnyvale, Los Altos, Mountain View, and other northern neighborhoods.

On a time available basis, this Coordinator will also contribute to Orchard harvest event planning during the spring and with possible extension into the summer.

Major Responsibilities:

- Plan, coordinate, and execute 5 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

- Work effectively individually and as a team member of the staff and overall harvesting operations
- Create or update 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.
- Comfortable dealing with uncertainty in schedules and timing
- 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 yet team oriented; ability to work independently and remotely the majority of the time but comfortable and effective working and sharing decision making with others.
- California driver's license with a record approvable by our insurance carrier, and their own transportation to visit orchards and meet with other project stakeholders. Able to drive to and visit South Bay locations for on-site assessment and planning.
- Strongly Desired: prior Village Harvest volunteer experience and familiarity with Village Harvest event activities, culture, and goals
- Desired: gardening, fruit tree, or farming knowledge

Work Environment and Hours:

- This is a part-time position expected to average 10 to 15 hours per week from January through April. 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 will be required to coordinate with home owners 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.
- Village Harvest provides sick leave accrued over time, but does not currently provide other employee benefits.