

## Distribution Coordinator at MoGro Mobile Grocery

### - Background & Context -

**Healthy food on a sliding scale:** MoGro is a nonprofit initiative of the Santa Fe Community Foundation that offers healthy foods to community sites across northern NM. We aim to eliminate barriers to healthy eating and support sustainable local food systems. To do this, we develop and maintain gathering points for food access, working closely with existing community hubs such as La Familia Medical Center in Santa Fe, The Transgender Resource Center of New Mexico, Santa Fe Indian Hospital, and several charter schools in Albuquerque and Santa Fe. Our food is offered on a sliding scale with a variety of payment options, including SNAP benefits.

**Weekly flow:** Our weeks are centered around our distribution. On Mondays we finalize orders with customers, farmers, and local distributors. Tuesdays are spent preparing for distribution and packing our members' food with the help of our amazing volunteers. On Wednesdays we deliver orders to our fifteen pickup locations around northern New Mexico. Thursdays are spent reaching out to farmers, ordering food, and creating newsletters, recipes, and other content for our members. Fridays are for projects!

### - Position Description -

We're a small but growing organization. As we expand we're looking for someone to be responsible for the nuts and bolts of the weekly flow described above, with the support of our Operations & Outreach Manager. The role is a balance of physical work, computer/desk work, and people-centered work. A person well-suited to the role should feel comfortable in all three of these modes. In this sense, we are more likely seeking a generalist than a specialist. The position is based in central Albuquerque. Vehicle access is needed.

This position provides exposure to many facets of non-profit work. There is a fair amount of overlap among our roles, and over time, there tends to be a lot of opportunity to grow and explore different roles. This position would be great for someone with a passion for social justice/service and looking to develop or broaden their experience.

### **Core Responsibilities:**

- Management of our online ordering platform, Local Food Marketplace
- Receiving food deliveries from farmers and other distributors at our warehouse
- Helping to oversee the logistics of pack-day
- Supporting our members in a variety of direct and indirect ways
- Coordinating deliveries for our Wednesday distribution
- Running one or more pickup locations on Wednesdays
- Creating content such as recipes, and a weekly email blast
- Additional projects depending on your strengths and interests. Many of our current projects focus on: outreach to members and partner organizations, refining systems, data collection, and impact evaluation.

### **Preferred Background and/or Experience in:**

- Community health, health & wellness, nutrition, dietetics,
- Sustainability, food systems, agriculture, food justice
- Nonprofit work, social justice
- Customer service
- Logistics and systems
- Languages other than English, especially Spanish

- Skills -

Our team needs someone who:

- Is strong and efficient in generating, maintaining, and improving systems and organization
- Is able to initiate and complete tasks with a large degree of independence *and* also loves to be around people, exchange ideas, and tackle tasks in a highly collaborative way
- Is able to moving quickly through a series of tasks to meet a deadline
- Is comfortable with people, computers, and physical work
- Brings a calm demeanor to potentially stressful or difficult situations
- Is sensitive and responsive to the backgrounds and needs of our community members
- Is able to identify priorities and be realistic about what can be done right now, while leaving space to imagine what else *could* be done down the road
- Thrives in change and naturally seeks to make improvements
- Has an active desire to create a positive team culture
- Is proficient with applications such as Microsoft Office, Adobe Creative Suite, and G Suite
- Is able to lift up to 40 lbs repeatedly
- Is able to be on their feet for many hours
- Is able to sometimes work outside of normal work hours, and sometimes work longer than an 8 hour day

- Interests -

- Tell us your interests on your resume or cover letter. We're excited to hear about them!

- Pay and Benefits-

- **Salary:** Salaried position, equivalent of \$14 - \$16 per hour dependent upon experience, plus great benefits
- **Hours:** Monday - Friday. Starting at 30 hours/week with some flexibility on days other than Tuesday, Wednesday & Thursday.
- **Benefits:** Paid time off, paid holiday time (not necessarily on observed holidays), excellent health, dental, vision & life insurance.

- How to Apply -

We will be accepting applications through **February 22nd**. Send an email to [josh@mogro.net](mailto:josh@mogro.net) and [shelby@mogro.net](mailto:shelby@mogro.net) with your resume and cover letter as attachments -- **we will not review any applications that do not include both of these.**

We will do our best to let you know that we have received your application but **please do not call to check on your application.** We are truly grateful for your interest and the time you invest in the application process. While we would love to have a conversation with each applicant, we hope that you understand that our time is limited and our priorities are the people and communities we serve.