Job Description Position: Food Preservation Workshop Assistant

Organization History: Coastal Foodshed is a non-profit farmer food hub based in New Bedford, MA. Our mission is to strengthen the local food economy by making it easier for growers to sell, and consumers to buy healthy, affordable, local foods, with a focus on making locally grown and made food more equitably accessible to marginalized and/or food insecure households in New Bedford. We operate year-round in-person and online markets that are accessible not only to New Bedford residents, but also to the Southcoast. CFS manages farmers markets and mobile farm stands in addition to an online farmers market with delivery services.

All of our markets accept SNAP and the Healthy Incentive Program (HIP), in addition to other nutrition incentive programs. We work hard to make local food accessible for everyone regardless of income, and create markets where farmers can sell either directly, or through wholesale channels. We simply want to make local food easier to buy and believe everyone should have equal access to it.

Project Summary: Coastal Foodshed was awarded grant funding from the USDA through the Massachusetts Department of Agricultural Resources to support specialty crops in Massachusetts. With this funding, CFS will educate customers at the New Bedford Farmers Markets through our Learn to Love Local program on the seasonality of Massachusetts grown specialty crops by providing free workshops where participants will learn simple and affordable ways to preserve and store seasonal crops year-round. In addition to the workshops, CFS will compile educational materials about each specialty crop and storage/preservation methods, to be made permanently available on the CFS website to reach additional community members, as well as partnering organizations and farmers for further distribution.

Position Summary: Coastal Foodshed is seeking a part-time Workshop Assistant to help with the implementation of the MDAR Specialty Crop Grant project. This position will primarily work directly with the Workshop Instructor and Program Manager through the implementation of this grant-funded program. The position supports the Workshop Instructor in the planning and execution of the food preservation workshops primarily taking place at the Farmers Markets. The applicant will be responsible for food preparation and any other workshop-related assistance needed by Instructor. An ideal candidate will be energetic, outgoing, organized, eager to learn, and passionate about food and community connections.

Primary Responsibilities:
- Assist with set-up/break-down of workshop on site
- Follow instructions given by Workshop Instructor
• Prepare for cooking/canning process by cutting, washing, and/or peeling required foods
• Clean work equipment, dishes, utensils, and work areas
• Report damaged equipment and low supplies to Program Manager
• Monitor temperatures and time precisely
• Collect data/feedback from customers at market for grant reporting
• Maintain cleanliness in order to comply with food safety regulations
• Be able to present educational materials with knowledge and enthusiasm and redirect customers to Workshop Instructor when needed

Skills Required:
• Be outgoing and able to build relationships with people from varied cultural, economic, educational, racial, and religious backgrounds
• Have excellent verbal communication skills and the ability to multi-task
• Be able to bend and lift loads up to 20 pounds and work in adverse weather conditions
• Have basic knife skills or a desire to learn
• Be passionate, eager to learn, and able to follow instructions in a timely manner
• Have strong organizational skills and attention to detail
• Be passionate about Coastal Foodshed’s mission and food systems work
• Background in food service and/or food preservation, a plus.

Hours and Compensation:
This is a non-exempt, part-time, hourly position with a rate of $16/hour. This position will typically work 12-16 hours/month, assisting with 2 workshops each month on Thursdays, as well as prep and planning for each workshop.

Please note: This position is grant funded and it is limited in time to the duration of the grant (July 2023-September 2025) unless an extension is needed and granted.

How to Apply:
Please send resume and cover letter explaining why you would like to work in this position at CFS to localfood@coastalfoodshed.org with subject line: "Workshop Assistant" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Coastal Foodshed values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.