



THE GLEANING PROJECT

of South Central Pennsylvania



Position: Assistant Gleaning Coordinator

Supervisor: Gleaning Coordinator

Main Location: Chambersburg and Gettysburg, PA

Non-Exempt, Seasonal

The Gleaning Project of South Central Pennsylvania is looking for a Gleaning Assistant to join the team in our Franklin County and Adams County offices. This position involves working closely with the Gleaning Coordinator and as well as our network of community partners, growers, and volunteers to continue our mission of reducing food waste on farms and increasing food security. The Assistant will help coordinate volunteers, distribute produce, run educational and outreach events, and other day to day operations as necessary. Familiarity with local food systems, agriculture, and food insecurity is preferred for this position. There is ample room for creativity and professional growth.

This position will be 40 hours a week from June to December and includes benefits and generous paid time off. Starting wage is \$12.00 an hour.

Job Responsibilities:

- Communicate effectively with local farms, orchards, and volunteers via phone, email, and social media to schedule and promote harvesting opportunities.
- Maintain and improve a food storage and distribution network involving physical infrastructure, donation and delivery traceability, and relationships with community partners throughout South Central PA.
- Engage with gleaned produce recipients to expand education regarding preparation and preservation of food.
- Conduct outreach in the community through presentations and speeches to increase awareness of SCCAP and The Gleaning Project, as well as share about the issues relating to hunger, poverty, and nutrition.
- This is a full time, seasonal position. The hours and days required by this job vary with the season, often including evening and weekend hours.

Qualifications:

- Dedication to reducing food insecurity and improving the environmental and economic efficiency of our local food system.
- Ability to work independently and on multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Experience managing groups and/or volunteers.
- Must hold a current, valid driver's license and be willing to learn to drive company vehicles including a 15 passenger van and a small box truck.
- Able to routinely lift objects over 40 lbs and sort through produce of varying quality.
- Four-year degree in related field or equivalent experience.
- Bilingual English/Spanish a plus.
- Experience with social media (Facebook, Instagram), Mailchimp, Excel, and Publisher a plus.
- Familiarity with South Central Pennsylvania a plus.

Compensation and Benefits:

- \$12/ hr, 40 hours a week, June-December (start and end dates are flexible).
- Time off including paid public holidays and PTO available after 90 days employment.
- Health, vision, and dental insurance available after 90 days employment.
- Access to local produce as available.

Please submit a resume, cover letter, and 2 references to thegleaningproject@gmail.com. Application remains open until positions are filled.

South Central Community Action Programs is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, protected veteran status, age, or disability.

This organization reserves the right to revise and change job descriptions as the need arises. This job description does not constitute a written or implied contract of employment.