Fresh Approach Community Compost Program Coordinator

Posting Date: November 25, 2021  
Office Locations: East Palo Alto, CA (primary), Concord, CA (secondary)  
Field Locations: Primarily East Palo Alto and San Mateo, with occasional fieldwork in other areas of San Mateo County and Santa Clara Counties  
Start Date: January 2022

Job Summary
Fresh Approach seeks a motivated and detail-oriented individual to provide program coordination to its Community Composting program in San Mateo County. This part-time position (20-28 hours per week) is primarily responsible for supporting the operations of Fresh Approach’s Community Compost Hub Program.

Working under the direction of the Community Garden Program Manager, this position will provide direct support to Fresh Approach’s Community Composting program by maintaining a network of compost systems across San Mateo County, assisting the development of new Compost Hub sites, collecting food scraps from Compost Hub members at farmers’ markets, providing community education about compost and food waste reduction, distributing compost to community members and garden sites, and conducting outreach and recruitment for the program. This position will have an adjusted work week, which typically consists of work on Saturday - Wednesday with Thursdays and Fridays off.

We are seeking an individual who values diversity at all levels and is committed to fostering an environment in which community members and co-workers from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive.

About Fresh Approach
The mission of Fresh Approach is to create long-term change in local food systems by connecting California communities with healthy food from California farmers and expanding knowledge about food and nutrition. We accomplish our mission through a variety of programs, including the Mobile Farmers’ Market; VeggieRx nutrition education classes; Collective Roots Gardening; and the East Palo Alto Community Farmers’ Market. We believe that everyone should have equal access to healthy foods, and that the health of our communities and the livelihood of our local farmers should go hand-in-hand.

About The Community Compost Hub
Established in 2019, Fresh Approach’s Community Compost Hub is a way for San Mateo County residents to reduce their in-home food waste while contributing to the production of high-quality compost, which will stay in the community and be used by Compost Hub members and other gardeners to grow food. Residents can sign-up for free, complete an orientation and survey, and pick up a bucket at a participating farmers’ market, which they will take home to collect food scraps. Members then drop off food scraps at the farmers’ market, and Fresh Approach brings those scraps to a community garden site to compost them. Currently, collection sites are the East Palo Alto farmers’ market on Wednesdays, and the College of San Mateo farmers’ market on Saturdays, with the plan to
expand in 2022 to the 25th Ave farmers’ market in San Mateo market on Tuesday afternoon/evenings and the Belmont farmers’ market on Sundays. The compost system sites include the Collective Roots Community Garden, Viveros Farm, and The Primary School in East Palo Alto and the Phoenix Garden in San Mateo, with plans to expand to additional school gardens in 2022.

Responsibilities:

- **Support and maintain current compost hub sites**
  - Adding food scraps to the compost system, maintaining the system, and preparing buckets and compost for disbursement
  - Recruit and oversee volunteers working on the compost system

- **Assist with the planning, construction, and launch of new compost hub sites**
  - Assist in the development of additional compost hub locations in San Mateo County
  - Support the construction of new compost systems
  - Provide training to community members and volunteers at the new site
  - Maintain the compost systems once established
  - Recruit and oversee volunteers working on the compost system

- **Coordinate the collection of food scraps at farmers’ markets in San Mateo County**
  - Collect food scrap buckets of Hub members, check the contents for accuracy & quality, weigh and track the amount of food scraps collected.
  - Drive Fresh Approach’s pickup truck from the office in East Palo Alto to farmers’ markets in East Palo Alto, San Mateo, Belmont, and potentially additional sites in San Mateo County and transport food scraps from farmers’ markets to the compost system sites to be composted.

- **Assist with signing up new compost members**
  - Assist in recruiting and orientation of new member sign-ups.
  - Provide participants with the compost hub video link and manage new member voucher disbursement.

- **Conduct community outreach about the program and communication with current members**
  - Help distribute outreach materials to San Mateo County community partners
  - Participate in community tabling events to share about Fresh Approach programs
  - Send Compost Hub members regular communication and updates, including conducting program surveys

- **Assist in developing and facilitating educational demonstrations at the farmers’ markets**
  - Work with the Program Manager to plan engaging and educational activities or demonstrations related to food waste, compost, gardening, and/or sustainability
  - Deliver effective education to the general public at farmers’ markets

Desired Qualifications:

- Basic understanding and/or experience in maintaining a compost pile
● Experience working with diverse populations, including recipients of public benefits (CalFresh/WIC/Medi-Cal, etc.)
● Preference is given to those living in the community served by the program
● Ability to work in a team environment as well as independently
● Detail-oriented with the ability to complete tasks in a timely manner
● Creativity and dependability
● Bilingual English/Spanish

Requirements:
● This position requires work outside in all weather conditions and occasional work in an office environment
● This position requires regular weekend work and requires some early morning and evening work
● This position requires a drivers’ license and a safe driving record, and comfort driving a pickup truck loaded with supplies
● This position requires reliable transportation to the Collective Roots Community Garden and other sites throughout East Palo Alto and San Mateo County
● This position requires the ability to lift equipment up to 50 lbs, stand for 1-2 hours at a time, and work in an outdoor garden environment
● This position requires a tolerance for strong odors and interacting with diverse microorganisms and insects
● This position requires the volunteer to interact with persons of various socio-economic backgrounds, farmers and other farmers’ market vendors, and the general public

Conditions of Employment:
● This is an hourly, non-exempt part-time position consisting of 20-28 hours a week available reporting to the Community Garden Program Manager
● Starting wages for this position are $20.00 per hour.
● Benefits for part-time positions, defined as less than 30 hours per week, include sick-time accruals and paid holidays; and a 403b retirement plan with employer matching after one year of employment.

To Apply:
To be considered for this position, please send the following to jobs@freshapproach.org
1. A cover letter that highlights the experiences (both work-related and personal) which qualify you for this position
2. A resume detailing previous work, volunteer, academic, and other experiences which qualify you for this position

If you have any questions about the application process or the position, please reach out to Najiha Al Asmar at najihaalasmar@freshapproach.org.

*Fresh Approach is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*