Position Description – Food Hub Node Coordinator

The Node Coordinator will oversee the activities at the Cedar Valley food hub node. A node is a location connected to an established food hub where product is added to or received from a delivery route.

The coordinator will be the local contact for the food hub for customers and farmers. The coordinator will work with food hub staff to procure local food for schools and wholesale accounts, communicate with farmers, plan and execute deliveries, and maintain relationships with customers. Their work will support local farms and ensure fresh, local food gets to communities.

Weekly Duties:
1. Review weekly availability pricelist sent to customers by IFH staff
2. Make sales calls to customers
3. Add orders to the Order Planning spreadsheet
4. Meet the Hub to Hub truck on Fridays at the node location for loading/unloading.
5. Complete Last Mile Delivery to customers.
6. Troubleshoot any issues with orders and communicate with customers before delivery

Ongoing Duties:
1. Build relationships with customers to understand their needs
2. Assist customers in pre-ordering and advance planning
3. Build relationships with farmers and vendors
4. Manage node space
5. Prospect new farmer vendors and recommend for onboarding
6. Work with local partners and Iowa State Extension Technical Advisors to guide development of the Hub to Hub network.

Qualifications – Required:
1. Passionate about the community and local agriculture
2. Detail-oriented
3. Good communication skills
4. Organizational skills
5. Self-motivated
6. Problem-solver
7. Ability to lift 50 lbs.
8. Valid driver’s license
9. Good driving record

Work Hours: 5-8 hours per week
- Friday mornings to meet Hub to Hub route truck and complete last mile deliveries.
- 4-5 additional hours for customer outreach and order placement.
- Immediate start until June 30. Position will be evaluated for extension.
- This is a part-time, hourly position.

Compensation: $12-14 per hour.
Deadline for Application: March 30, 2022

How to Apply
The job will be through the Iowa Food Hub but work closely with the UNI Local Food Program Manager too. Send your resume with at least one reference and brief paragraph (less than 200 words) on why you want this position and how you’d be a good fit for it to jodie.huegerich@uni.edu