

### Local Produce Safety Coordinator Description

The Local Produce Safety Coordinator is a full-time (40 hrs. /week), salaried position with the Carolina Farm Stewardship Association and is responsible for delivering an innovative training program, in collaboration with external partners, to operators of diversified farms seeking food safety certification, specifically the USDA GAPs and Harmonized GAP Audits. They will be responsible for providing direct consultation to growers, coordinating, implementing, and self-auditing on-farm food safety programs, and recommending further improvements to mitigate hazards in growing, harvesting, and handling products. The candidate may be required to attend auditor training, Produce Safety Alliance training, and other training depending on previous experience.

The Local Produce Safety Coordinator position is based out of Pittsboro, NC, **and will require extensive travel throughout the Carolinas**. Candidates working remotely in the Carolinas will be considered. The position reports to the Local Food Program Director and does not supervise staff members.

#### About CFSA

CFSA is a 43-year-old member-based 501(c)(3) non-profit organization [whose mission](#) is to advocate, educate, and build connections to create sustainable food systems in the Carolinas centered on local and organic agriculture. [Racial equity is a core tenet](#) of CFSA's outlook, and we are committed to serving and reflecting the diverse stakeholders in the Carolinas' food system.

#### JOB RESPONSIBILITIES

##### GENERAL ADMINISTRATION (20%)

- Work with the Local Food Program Director and the Associate Executive Director for Programs to develop annual work plans that support CFSA's mission, goals, and strategic plan.
- Assist with programmatic monitoring to ensure compliance, progress towards objectives and expected results, and work plan and budget adherence.
- Assist with programmatic planning, grant writing, and reporting to support and expand the Local Produce Safety Initiative.
- Evaluate program impacts, including market expansion, knowledge gained, and intent to change or adopt new practices.
- Increase recognition of and engagement with our mission, programs, and impact by engaging current members, recruiting new members, and increasing our understanding of farm member needs.

##### TRAINING & DIRECT TECHNICAL ASSISTANCE (80%)

- Consult with producers to identify potential food safety risks and assess their practices concerning GAPs certification compliance.

**Position open until filled.**

- Provide one-on-one technical assistance to producers developing and implementing on-farm food safety programs.
- Collaboratively plan and deliver quality educational food safety programs with external partners based on Good Agricultural Practices that are accurate, up-to-date, research-based, and meet participant needs.
- Evaluate and document program impacts such as participant certification, knowledge gained, and intent to change or adopt practices.

#### **PREFERRED QUALIFICATIONS**

- At least two years of experience with the fresh produce safety or food processing practices of diversified farms or entrepreneurial value-added food processors.
- At least three years of on-farm production experience.
- Demonstrated knowledge of on-farm food safety, Good Agricultural Practices, Good Manufacturing Practices, SOP development, FSMA, HACCP/HARPC, and other essential food safety concepts.
- Ability to communicate food safety issues concisely and simply with farmers and individuals at all levels of knowledge regarding food safety requirements.
- Demonstrated commitment to equity, diversity, and inclusion, including experience interacting and working with diverse communities, neighborhoods, and populations.
- BS degree in Food Safety, Public Health, Life Sciences, Microbiology, Food Science, Food Technology, Family & Consumer Sciences, Agricultural Production, Horticulture, or a related field.

Salary range is \$36,000-\$46,000, commensurate with experience. CFSA provides generous vacation, retirement, and health insurance benefits.

CFSA is an equal opportunity employer committed to building a diverse staff that honors the agricultural contributions of many cultures. People of color, LGBTQ+ people, and others from diverse backgrounds are encouraged to apply. CFSA is committed to providing employees with a work environment free of discrimination and harassment. All employment decisions at CFSA are based on business needs, job requirements, and individual qualifications. CFSA does not discriminate based on actual or perceived race, color, national origin, ancestry, sex (including pregnancy, gender, gender identity, gender expression, and sexual orientation), religious creed, disability, medical condition, genetic information, age, marital status, or military or veteran status.

**To apply**, please submit a resume, a list of professional references, and a cover letter explaining how your skills and experience will enable you to succeed in this position. Applications should be submitted as a single .PDF saved as your first and last name. Send the document to [apply@carolinafarmstewards.org](mailto:apply@carolinafarmstewards.org) with "Local Produce Safety Coordinator" in the subject line. You will receive an electronic confirmation of your email submission. Please, no phone calls.

**Position open until filled.**