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## Job Description

### 2023 Satanka Food Hub Manager

#### Position Overview

Action Resources International (ARI) and Feeding Laramie Valley (FLV) seek a food hub manager to play a key role in helping to develop and launch the first local food hub in Albany County, Wyoming.

The Satanka Food and Community Innovation Hub is a new program within the ARI and FLV collective of community-based food systems programs. Based in Laramie at the main headquarters for ARI and FLV, this fledgling program has been awarded seed funding through a Federal grant, which is providing foundational support for three years of small-scale food hub development. Together with ARI and FLV, the project includes partnerships with a well-established produce farmer and a long-time cattle rancher in the area. Together with Iverson Memorial Hospital, which serves the communities of a large section of rural and frontier Southeast Wyoming and Northern Colorado, this is a farm/ranch-to-institution pilot project to design, create and test a small-scale local food hub that aggregates enough produce and animal protein to supply the hospital with locally produced healthy foods, on a regular basis.

#### Organization Mission

Action Resources International (ARI) is a 501(c)3 non-profit organization that supports and advocates for community organizing that strengthens neighborhoods, communities and regions. We are a Wyoming-based, grassroots organization dedicated to community activism that promotes safety and prevention of violence; social and economic justice; sustainable food security and sovereignty; and access to overall health and wellness for everyone. We believe that lived experience as expertise is essential for achieving positive, effective social change. Based on this philosophy, we support, develop, and sponsor community programs that amplify the voices and self-empowerment of individuals living with the problems being addressed.

Feeding Laramie Valley (FLV) is ARI's food sovereignty program serving Albany County, with headquarters in Laramie and active collaborative partnerships across Wyoming and the Rocky Mountain region. FLV is committed to working toward creating a sustainable and equitable food system through diverse and innovative community-based projects. Since our founding in 2009, we have worked to fulfill our mission through increased food production, access, distribution, and educational efforts that encourage community-led food sovereignty. Feeding Laramie Valley grows and distributes our own fruits and vegetables; mentors and supports backyard gardeners; develops and helps manage community gardens; provides a free summer lunch and activities program for children; operates a new countywide mobile market featuring healthy foods and a sliding-scale cost structure. We share high-quality produce with individuals and families who

need it — at no charge to them — with a special focus on communities coping with health, social, economic, and/or geographic disparities, and are deeply committed to partnerships with independent agricultural producers in the Rocky Mountain Region and beyond.

### **Job Description**

As part of a program team that will continue to be built over time, and in partnership with multiple project stakeholders, the Satanka Food Hub Manager will work closely with the ARI-FLV CEO to provide leadership in developing, managing and growing the operations of our socially responsible food hub. The initial focus will be designing, constructing, and pilot-testing our farm-to-institution value-added processing unit, through which we will procure, transport, process and sell produce as well as arrange for local, humanely-produced animal protein sales. Strategic planning will be developed along the way for steady expansion to include additional producers and buyers and the facility's capacity required to serve them.

The Food Hub Manager will play a key role in the project's team: overseeing systems planning and construction; daily hub operations; developing products; creating new operational procedures and food safety plans; recruiting, training and managing hub staff; and building the logistical and documentation systems necessary to sustain and grow this program.

The Food Hub Manager will help to envision and establish institution-buying potential, and will help increase farmer and rancher utilization of our aggregation/distribution infrastructure as it develops. The Satanka Food Hub Team will also work closely with FLV's Mobile Market and Food Production & Distribution Teams as part of an organization-wide vision for establishing a truly equitable, sustainable, and just community food system.

This position reports to and works closely with the ARI CEO, with open access for support and learning opportunities from all ARI-FLV leadership staff. The ideal candidate is eager to be challenged and rewarded for helping ARI-FLV create the Satanka Food Hub from the ground up; demonstrates independent judgment and high quality work; is open to new ideas; is adept at developing systems that support our mission; and is a collaborative member of our caring, dedicated, strong team.

### **Responsibilities:**

- Contribute to strategic planning for the overall development and implementation of the Satanka Food Hub, in collaboration with staff, board and community-based partners.
- Play a leading role in completing a pilot-project-sized facility for small-scale produce procurement, aggregation, processing, packaging and quick turn-around distribution, including design, setup and equipment and supplies purchase/installation.
- Research, establish guidelines and ensure compliance with all food safety regulations, and manage all aspects of ARI-FLV food safety programs (GAP, GMP and HACCP certifications); work with CEO to obtain and oversee provision of training and support for other staff and partners for program implementation.
- Develop and maintain systems to efficiently manage hub operations, including processing produce to order for wholesale customers; and managing aggregation/distribution of raw produce and meat.
- Develop distribution and logistics plans that are sustainable, cost effective, and align with our business plan and mission.

- Oversee maintenance of hub facilities, equipment and supplies. Oversee operation of industrial dicing, washing and packaging equipment, coolers, etc. Oversee creation, expansions and installation of new equipment as necessary.
- Manage receiving, handling, and storage of produce from multiple farms.
- Help to develop and maintain a strong invoicing and inventory management system.
- Establish and maintain strong, trusting relationships with farmers, ranchers, distributors, customers and other partners in our work to build robust regional value chain connections.
- Recruit new farm and ranch suppliers who can meet defined standards, in accordance with our commitment to work with a diverse representation of small, beginning and minority operations.
- Train and manage staff at food hub; create new positions, as necessary, in consultation with CEO.
- Promote a healthy, respectful, collaborative, adaptive workplace culture that interacts closely and productively with all ARI and FLV programs.
- Identify ways to advance our mission using hub facilities and programs, and help put these strategies into action.
- Contribute to grant proposals and other fundraising initiatives related to development of the food hub.
- Help to identify and develop new business and growth opportunities.
- Help to establish sales goals; keep accurate and detailed financial records; produce financial reports.
- Monitor relevant news and developments in the sector; engage in professional development.
- Ensure exceptional customer service standards throughout hub.
- Create opportunities to link small farmers and ranchers to new markets through ethical, traceable, food supply chain connections involving our hub.
- Other duties as important to the success of the food hub.

### **Qualifications**

- Understanding of and alignment with the mission and goals of Action Resources International (ARI) and Feeding Laramie Valley (FLV).
- Demonstrated experience in leadership/management positions that are related or comparable to food business, agriculture, social enterprise, and/or community-based social change efforts, with leadership experience that preferably includes supervising staff.
- Demonstrated knowledge of logistical project development, food processing and/or supply chain management.
- Strong computer skills, with ability to learn and use new programs.
- Ability to think, listen, communicate clearly in writing and verbally, and solve problems.
- Demonstrated ability to excel in self-directed settings, with minimal supervision; take initiative.
- Demonstrated ability to collaborate with others on a team.
- Proactive, entrepreneurial attitude, eagerness to establish and grow food hub operations, and a passion to learn and contribute to the success of the business.

- Ability to work and make decisions under pressure; ability to manage competing priorities.
- Experience working in a socioeconomically diverse environment and interacting with individuals from different backgrounds.
- Exceptional attention to detail with either existing knowledge regarding food safety, and strong knowledge of food/farm safety regulations, or interest in and ability to steadily gain that knowledge in an on-the-job setting in line with when that knowledge must be put to use.
- Excellent record keeping and data management skills.
- Prior experience managing people and creating projects/programs/systems.
- Understanding that urgent logistical issues require immediate calls and texts outside of normal business hours, in a work environment that provides a comp time policy in recognition of and compensation for those situations.
- Physically able to drive, bend, stand, walk and pull/push for long periods of time and lift up to 50 pounds repeatedly. Able to work outdoors in heat and cold, and indoors in refrigerated spaces. Experience with and/or willingness to learn proper, safe use of a variety of vehicles, tools and food-hub related equipment (and to supervise training for safe use by other team members.)

**The ideal candidate will have:**

- Experience starting up and managing a business or social enterprise related to food systems, or related leadership experience and a passion for community food systems, equity and sustainability.
- Excellent writing skills.
- Experience living and working in a rural environment, and/or working with small farmers/ranchers.

**Preferred consideration may be given to:**

- Working use of both English and Spanish
- Direct developmental and managerial experience with food hub design, development and day-to-day operations.
- Experience processing fresh-cut vegetables for food service markets.
- Experience developing food safety/HACCP plans; track record of successfully passing food safety inspections/audits.
- Expertise in inventory management and crafting software applications to meet specific needs.

**Compensation:**

This is a special position needing a great variety of skills and enthusiastic commitment, and we are seeking the most all-around appropriately qualified person to fill it. We're open to someone with promising leadership skills that match the Satanka Food Hub vision, all the way through to someone with actual, hands-on food hub development/management/supervisory experience and are prepared to provide a salary commensurate with the level of experience.

This is a salaried position, with starting annual pay rate ranging from \$45,500 - \$54,600, carefully determined by level of experience and qualifications.

**Benefits:**

35-hour work week - flexes between summer and winter seasons  
comp time provided for approved hours worked over 35 hours/week  
12 paid holidays annually  
20 paid vacation days annually  
5-day winter break annually during holiday season  
10 days paid sick leave  
paid parental leave for newborns, new children joining the family (time varies by circumstance)  
5 days paid elder care or bereavement leave for immediate family  
annual health care-related costs reimbursement account (4% of gross annual salary)  
salary raise each year  
generous continuing education and staff learning/retreat opportunities

**Application:**

Please submit a detailed letter of interest introducing yourself, your interest in this position and the work of ARI-FLV; what you feel you have to offer the position that you think would be of particular value to the creation and implementation of the Satanka Food Hub; and what you personally/professionally hope to get out of the position.

Also submit a resume of your work and lived experience, and any self-directed learning or formal education you feel is relevant to your qualifications for this position.

If you are invited for an interview, three references will also be required.

**To Apply:**

Please email your letter of interest, resume and complete contact information to the Action Resources International CEO and Feeding Laramie Valley Founder, Gayle M. Woodsum, at [gayle@actionresources.ngo](mailto:gayle@actionresources.ngo).

*Please use the email subject line: Satanka Food Hub Manager Application.*

**Application Deadline:** We are looking for the best possible fit for this exciting and challenging position. The job will remain open, and applications will be accepted, until the position is filled. The listing will be removed from this website once it's closed.