



Local Food Supply Chain Coordinator

Position Summary

The Pinelands Alliance is seeking a **Local Food Supply Chain Coordinator** to support stronger regional markets for South Jersey farms. The Coordinator will work with farmers, buyers, community partners, and Alliance staff to organize product availability, support wholesale and institutional market development, coordinate aggregation and deliveries, maintain program records, and help build practical supply chain systems that allow multiple farms to serve larger buyers.

This role is well suited for an early-career professional or recent graduate with experience, education, or a strong interest in agriculture, food systems, supply chain management, logistics, food distribution, wholesale food, or farm-to-institution programs.

Responsibilities

Farm Sourcing & Aggregation

- Build and maintain relationships with South Jersey farms and food producers.
- Track product availability, seasonality, quantities, pricing, certifications, and market interests.
- Organize grower availability and pricing for buyers and coordinate multi-farm product commitments.
- Maintain accurate records of orders, deliveries, substitutions, shortages, and other operational changes.

Buyer & Market Coordination

- Identify and engage prospective wholesale and institutional buyers.
- Gather buyer requirements for products, volume, quality, pricing, delivery, and purchasing schedules.
- Maintain buyer relationships and gather feedback on service, pricing, and product performance.

Logistics & Supply Chain Operations

- Coordinate pickups and deliveries for aggregation and wholesale programs.
- Help develop systems for procurement, aggregation, storage, delivery, ordering, payment documentation, and substitutions.
- Identify logistical challenges and support planning for transportation, cold storage, packaging, and handling.
- Support seasonal aggregation planning by collecting grower commitments, quantities, pricing, and availability.
- Assist with buyer proposals, agreements, SOPs, and other operating tools.
- Maintain familiarity with food-safety and buyer requirements, including traceability, labeling, insurance, and cold-chain practices.
- Maintain organized records of farms, buyers, products, orders, deliveries, sales, and participation.

A Note on Qualifications

The qualifications listed below are intended as a guide. We are interested in candidates who demonstrate strong aptitude, curiosity, problem-solving ability, and a genuine interest in food systems and supply chain operations. Relevant education, transferable experience, and demonstrated knowledge may be considered in lieu of direct professional experience. Candidates will be evaluated based on overall fit and their ability to learn and succeed in the role, rather than meeting every listed qualification.

Recommended Qualifications

- 1–3 years of relevant professional, farm, internship, or substantial volunteer experience in agriculture, food systems, food distribution, food access, farm-to-institution work, supply chain, logistics, wholesale food, food hubs, agricultural nonprofits, or a related field; **or**
- A bachelor's degree in Supply Chain Management, Logistics, Operations, Business, Agriculture, Food Systems, or

another relevant field, with demonstrated interest or experience in agriculture, food systems, or the food industry.

- Familiarity with farming, agricultural products, food systems, or food distribution.
- Strong organizational, interpersonal, written, and verbal communication skills.
- Comfort working with spreadsheets, shared databases, and basic operational or business information.
- Ability to work independently, solve problems, manage multiple priorities, and collaborate effectively with a team.

Preferred Qualifications

- Knowledge of core supply chain concepts and methodologies, including sourcing, procurement, inventory management, logistics, fulfillment, demand planning, **Just-in-Time (JIT)** principles, and the **SCOR framework**.
- Experience working with farms, food hubs, produce distributors, farmers markets, agricultural cooperatives, wholesale food operations, or farm-to-institution programs.
- Experience coordinating procurement, food orders, deliveries, distribution, or communicating with institutional or wholesale buyers.
- Familiarity with produce seasonality, quality standards, packing, pricing, or purchasing.
- Basic knowledge of GAP, FSMA, traceability, product liability insurance, cold-chain management, or institutional purchasing requirements.
- Experience with grant-funded projects or familiarity with South Jersey agriculture.

Ideal Candidate

The ideal candidate is curious about how regional food systems work and comfortable moving between relationship-building and practical execution. They may spend part of the day talking with a grower about next week's harvest and another part organizing product information, communicating with a buyer, updating records, coordinating a delivery, or solving an unexpected supply-chain problem.

They should be dependable, willing to learn, comfortable asking questions, and motivated by the opportunity to strengthen local agriculture while developing practical supply chain experience.

Work Environment

This is a hands-on, relationship-oriented position combining office work with meetings, farm visits, partner engagement, and logistics support. Agricultural conditions and buyer needs can change quickly, so the successful candidate should be comfortable adapting to a fast-paced environment.

The Coordinator will work closely with the Director of Enterprises and other Alliance staff to establish priorities and keep the role focused on food supply chain, aggregation, logistics, and regional market-development activities.

Compensation

Position Type: Full-Time, On-Site

Salary: Up to \$55,000, commensurate with experience

Reports To: Director of Enterprises

Benefits: Access to a health insurance plan, 403B plan, life and disability insurance, generous vacation and sick days.

How to Apply

Interested candidates should submit a cover letter and resume to **Andy Alvarado, Director of Enterprises**, at andya@pinelandsalliance.org.

Pinelands Alliance is an Equal Opportunity Employer and does not discriminate based on age, disability, sex, race, religion or belief, gender reassignment, marital status, pregnancy/maternity, or sexual orientation.