



# Center for an Agricultural Economy

Home of the  
**Vermont Food  
Venture Center**

PO Box 422 / Hardwick VT 05843  
(802) 472-5362

[www.HardwickAgriculture.org](http://www.HardwickAgriculture.org)

The Center for an Agricultural Economy (CAE), based in Hardwick, VT, seeks a Dispatch & Logistics Coordinator for CAE Farm Connex (FX), our dynamic and expansive distribution program. This position will work closely with FX staff and management to actively support the day-to-day functions of this program in alignment with our larger organizational mission: to build resilience in the local food system. With a proactive approach to problem-solving, an ability to manage complex systems and willingness and ability to provide a high-level of support to a growing team, the Dispatch & Logistics Coordinator can anticipate playing a vital role in connecting our local farm and food producers with their customers across our robust distribution network.

## **JOB DESCRIPTION**

Position: Dispatch & Logistics Coordinator

Reports to: Farm Connex General Manager

Schedule: 40-45 hours/week (on-site; M-F 8am-4pm with potential for some evenings and weekends)

Compensation: \$42,000-\$50,000/yr

Benefits: Generous paid time off, SIMPLE IRA, Qualified Small Employer HRA, Employer-paid short-term disability and life insurance

### **Primary responsibilities:**

The Dispatch & Logistics Coordinator is crucial to our day-to-day operations, as the primary liaison between staff, our producer partners, and their destination accounts. Duties and responsibilities include:

- Maintaining clear and responsive communication with producers, drivers and warehouse personnel
- Answering phones, emails and handling a high-volume of service requests
- Creating daily route manifests and preparing corresponding route paperwork for next-day service (and beyond)
- Processing all incoming and outgoing paperwork (proofs of delivery, invoices, inventory receipts, etc)
- Maintaining logistics records and documentation across a variety of systems
- Co-managing and executing weekly and monthly billing processes
- Co-developing and supporting ongoing systems & SOP development and implementation processes
- Coordinating with management to develop weekly & monthly work schedules
- Assisting with basic website maintenance and other marketing initiatives



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- Maintaining office supply inventory and assisting with purchase ordering process
- Providing other administrative support to staff and management, as needed

### *Required Skills:*

- High level of organization and attention to detail
- Ability to work both independently and as part of a team in a non-standard, fast-paced and sometimes distracting warehouse environment
- Ability to prioritize and manage complex and developing systems & competing demands
- A proactive approach to problem solving
- Superior customer relationship management skills
- Proficiency and comfort with standard office equipment and software systems (i.e. Microsoft Office and Google Suite)
- Ability to perform (mostly) sedentary work for extended periods of time, with reasonable accommodation

### *Preferred Qualifications:*

- Experience in dispatch & logistics (particularly in Vermont or other rural geographies)
- Working knowledge of standard database conventions (Excel proficiency a plus)
- Experience with website administration (Wordpress a plus)
- Functional understanding of basic food safety standards
- Interest in local food systems and food access initiatives, and desire to bring thoughtful organization and structure to this vital aspect of our local food economy

## **ABOUT US**

Through programs that support food access, farm viability, and working landscapes, Center for an Agricultural Economy (CAE) is transforming the food system by promoting local food and the people who produce them. As a community-based nonprofit with deep roots in the Northeast Kingdom, our work is both dynamic and relational. We believe an equitable food system is one that fuels rich relationships and thriving, empowered communities; our approach is rooted in understanding community needs and collaborating with local, regional, and statewide partners across sectors for long-term transformation and resilience.

The individuals that make up our team are vital to the success of CAE's mission, and we strive to cultivate a spirit of respect and generosity that centers our relationships with each other, with our partners, and with our community. Our goal is to foster an inclusive and supportive workplace where worker well-being and quality of life are front-of-mind priorities, and where individual and organizational learning, growth, and authenticity are supported.



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## ABOUT YOU

You are a responsive, adaptive and organized individual who thrives in a fast-paced and non-traditional office environment. You enjoy complex problem-solving, and exercise a collaborative, forward-thinking and structured approach to your work. You are also a proactive, patient and professional communicator, and seek to apply your valuable skills to effect tangible change within our local and regional food system.

## TO APPLY

Please submit your resume and cover letter **by May 1st** to [jobs@hardwickagriculture.org](mailto:jobs@hardwickagriculture.org) with the keywords "Dispatch & Logistics Coordinator" in the subject line. We invite anyone interested in this position to reach out to [corey@hardwickagriculture.org](mailto:corey@hardwickagriculture.org) (Corey Hennessey, Farm Connex General Manager) with any questions before applying.