**NYTCA processing facility and outreach coordinator** position for USDA Grant Project

**Project Description:** The New York Tree Crops Alliance (NYTCA) is establishing a regional processing facility for hazelnuts and chestnuts, including the production of value-added products. The initial part of this project is working with Cornell Agritech to develop the value-added products and then working with Glen Copack to establish product packaging costs. A rental facility has been sourced with commercial kitchen capabilities in order to install NYTCA-owned nut processing equipment. This rental space will become a demonstration facility for nut processing on a regional scale.

**Job Description:** This position is funded through a grant for five years with an anticipated start date in August, 2023. This position will be supervised by the NYTCA Board of Directors. The time commitment for this position can range from 0.25 to 0.75 FTE, depending on the preference of the candidate. The pay rate is $24/hour. Total pay will be based on actual time worked, as agreed upon at initiation of employment. The duties of this role will change slightly from year to year as the project progresses. This role will be continually assisted by the expertise of NYTCA members. The majority of this role will be in outreach and support once the processing facility is up and running.

Responsibilities may include any or all of the following:
- Assisting with physical needs of the processing space
- Fielding inquiries from the public
- Making contact with nut growers in other regions
- After training, be able to operate & demonstrate nut processing equipment
- Traveling to other regions to promote regional model
- Creating educational material for harvesting and processing
- Implementing NYTCA marketing plan

**Qualifications:** The ideal candidate will have:
- Strong verbal communication skills
- Passion for tree crops and/or sustainable agricultural production
- Well organized
- Customer service capability
- Technical/ hands-on ability and familiarity with tools
- Good self-motivation
- Ability to lift 50 pounds
- Proficiency in MS word
- Valid driver’s license
- Must own car and be willing to use for travel (mileage paid)
- Located within driving distance of Ithaca/Cortland area

To apply for this position, please email a resume with cover letter to NYTCA.job@gmail.com.