



Position Announcement

High Country Food Hub Assistant Manager

Blue Ridge Women in Agriculture seeks a full-time Food Hub Assistant Manager to support the development and operation of the High Country Food Hub, an innovative online farmers' market and storage facility for locally-grown and produced food.

The Organization:

Blue Ridge Women in Agriculture (BRWIA) is a women-led non-profit organization that strives to build an equitable, sustainable High Country food system. Our mission is to support producers and to cultivate community connections that educate, inspire, and increase the demand for local food. We began as a grassroots project in 2003 by a group of women farmers and gardeners who were looking for supportive, knowledge-sharing networks. We remain dedicated to supporting women in leadership roles even as we serve the entire High Country community.

BRWIA operates the High Country Food Hub and the King Street Farmers' Market. BRWIA also coordinates various programs that increase demand for and equitable access to local food, and producers' ability to sustainably meet that demand. These programs include Double Up Food Bucks, Blue Ridge CRAFT, and Local Food as Medicine.

BRWIA and the High Country Food Hub are based in downtown Boone, NC and serve the surrounding region. Since its founding in 2017, the Food Hub has facilitated more than \$5 million in local food sales for over 100 farmers and food producers in and around Northwestern North Carolina.

Purpose of the Food Hub Assistant Manager:

To support the day-to-day operations of the High Country Food Hub, with a focus on customer service, volunteer coordination, administrative support, and well-rounded operational effectiveness.

The Position:

The Food Hub Assistant Manager will work closely with the Food Hub Manager, Producer Programs Coordinator, Local Food as Medicine Coordinator, Satellite & Delivery Coordinator, volunteers, and program interns. This position is predominantly in-person. Some evening and weekend work will be required, including performing remote customer service and staffing occasional BRWIA events. As a representative of an extremely active community-focused organization, the Food Hub Assistant Manager must maintain good rapport with producers, staff, and the public.

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Essential Duties:

- Play an active role in Food Hub operations and leadership, including product aggregation, order organization, problem solving, and facilities maintenance
- Provide customer service for Food Hub retail customers in person as well as via email, phone, and text messages
- Coordinate on-site customer pick-up of Food Hub orders
- Train and supervise volunteers in order to facilitate successful operational participation, while fostering a fun and inclusive environment
- Collaborate with the Food Hub Manager and other team members to hire, train, and support interns seeking productive educational experiences
- Support the Food Hub as it grows in order to ensure greater access to local food in the High Country

The Candidate:

As a values-driven non-profit organization, BRWIA is made possible by employees who are self-motivated and extremely passionate about local food. The ideal candidate will have strong interpersonal skills and be comfortable working in a fast-paced and physically demanding environment. The Food Hub functions through layered human and electronic systems, making teamwork, communication, organization, and attention to detail essential. Success in this position will require ongoing willingness to learn, collaborate, take direction, and find direction. If you meet most qualifications, please apply.

Qualification requirements:

- Experience with customer service or community relations
- Experience with volunteer management, task delegation, or education; or other relevant leadership experience
- Proficiency in Excel and Google Suite, and willingness to learn new software
- Strong verbal and written communication skills using all modes of electronic communications including text messages, email and phone
- Strong attention to detail and highly organized
- Ability to spend extended periods of time in a walk-in freezer and cooler
- Ability to lift 20 pounds frequently and up to 40 pounds regularly

Preferred Skills and Experience:

- Ability to understand and operate within complex systems
- Experience working on a small scale farm and/or with a community or agriculture-centered business
- Familiarity with the local/regional food system of Northwestern North Carolina
- Familiarity with a wide range of fruits and vegetables
- Experience with quality standards for fresh produce

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- Familiarity with a wide range of cuts of meat or the willingness to learn
- Familiarity with safe food handling standards

Compensation:

This position starts at \$17/hour for 40 hrs/week and is eligible to participate in Blue Ridge Women in Agriculture's benefits program, which includes:

- Employee discount on the High Country Food Hub marketplace
- Generous paid time off
- Paid holidays
- Access to a Simple IRA retirement plan with a 3% match

Helpful links:

- Blue Ridge Women in Agriculture: www.brwia.org
- High Country Food Hub: www.highcountryfoodhub.org
- Local Food Marketplace (online marketplace platform): www.home.localfoodmarketplace.com/

Application Instructions:

Send as a PDF a cover letter, resume, list of three references to apply@brwia.org. Applications will be accepted until the position has been filled. Applications received by January 1st, 2026 will be given priority consideration.

Blue Ridge Women in Agriculture is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national or ethnic origin, disability, sexual orientation, political beliefs, creed, marital status, genetic information, veteran status, or any other classification protected by applicable law.

Blue Ridge Women in Agriculture encourages Black, Indigenous, and people of color; LGBTQ+ people; veterans; people with disabilities; people who have been formerly incarcerated; and members of other underrepresented or underserved groups to apply.

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