



Farmer's Market Coordinator/Food Access Coordinator

Job Description

Reports to: Director of Development

Part-Time Position – 30hrs a week

Description: This is a perfect position for someone interested in grass-roots hunger/agriculture work. Ideal position for a social worker. Now operating two markets in adjacent towns the Farmer's Market program of Community Link provides much room for growth.

Market Coordinator Duties

Duties—in season

- Enroll farmers/vendors in the market—either through seasonal vendor agreements or as daily vendors
- Collect all vendor fees owed, make accurate accounting, and collect important data
- Arrive prior to market vendors arriving and remain throughout the market day to:
 - Properly place vendors in stalls, including assigning market stalls to daily vendors
 - Place market signs, parking signs
 - Ensure all rules and regulations are adhered to
 - Ensure all state and county regulations are adhered to
 - Answer questions for vendors and consumers
 - Resolve disputes that arise
 - Maintain market grounds in a safe manner
 - Operate market manager's booth
 - Have nutritional education materials to distribute
 - Have recipes for seasonal, local foods that are available in the market
 - Operate market's EBT program
 - Coordinate and promote special programs (POP – Power of Produce), thematic markets, etc.
 - Enroll market and market farmers in the Farmers' Market Nutrition Program (FMNP)
- Act as liaison to the market's governing body (Community Link Board of Directors), providing accounting and performance reports
- Communicate market policies, activities, and rules to farmers, keeping them informed throughout the season Bring suggestions from farmers back to the market board/committee
- Solicit entertainment for market days, as well as sponsors for the entertainment
- Conduct periodic customer counts each market day to assess the level of growth in market usage
- Assure the market site is clean once the market is closed and the vendors have left for the day
- Maintain database of farmers, vendors, their contact information, and any licenses or permits each vendor possesses based on the products they are selling

Duties—off season

- Vendor recruitment
- Professional development for market managers
- Community relationship development
- Fundraising
- Advertising/ promotional program development, including special events planning
- Work with market board/committee to plan for market growth and development
- Preparations of site for next season, including securing location, site permits, market insurance, ensure that any maintenance or repairs needed to site are made, secure bathrooms, set market schedule, organize volunteers

Important Skills:

- Ability to think creatively
- People person with skills in diplomacy
- Dispute resolution skills
- Good communication skills
- Organizational skills
- Marketing skills helpful
- Some financial knowledge helpful: i.e., budgeting
- Self-motivated
- Passionate about the community, local agriculture, and hunger

Application process:

Please send cover letter and resume to Trey Harper, Director of Development at treyharper@community-link.org. No phone calls please.