



Position: Assistant Food Access Coordinator  
Department: Food Access  
Date: March 2, 2020  
Reports to: Food Access Manager  
Job Term: March – November 2020

## POSITION SUMMARY

Eastern Market Partnership (EMP) seeks a candidate who will work directly with the Food Access Manager on planning, management, and execution of Eastern Market Farm Stand program, Eastern Market Fellows program, and Nutrition Assistance Currency Programs.

The Assistant Food Access Coordinator position provides a unique opportunity to work with one of the oldest public markets in the United States and southeast Michigan's undisputed historic urban food hub. This individual will gain in-depth knowledge and training in community development, regional food systems, entrepreneurship, nutrition, marketing, sales, grant management, food safety, food procurement, and budget creation and execution.

The Assistant Food Access Coordinator will help with various food education initiatives and will also perform other duties as assigned. Below are general descriptions of the abovementioned programs:

- **Eastern Market Farm Stand:** EMP's pop-up mobile market that sells fresh food at small farmers markets, businesses, and healthcare sites throughout metro Detroit. A team of around 30 fellows will serve as healthy food ambassadors to over 20 weekly partner locations from mid-June through mid-October.
- **Eastern Market Fellowship:** Each year, EMP hires a team of fellows to assist in presenting a number of food access programs. Though most of the fellow hours are dedicated to staffing Farm Stands, the Fellows also provides operational support to other Eastern Market food access and food education programs.
- **Eastern Market Food Assistance Programs:** This program allows those who qualify for SNAP food assistance to use their Bridge Card, Double Up Food Bucks, and Project Fresh at Eastern Market's Sunday, Tuesday, and Saturday markets.

## RESPONSIBILITIES

The Assistant Food Access Coordinator position requires a 25-35 hour per week commitment from March – November. The list below highlights some of the Assistant Food Access Coordinator's responsibilities as it pertains to each program. This individual may perform other duties necessary or the successful operation of the organization.

### **Farm Stand:**

- Oversee day-to-day management of produce inventory, supplies, utilization of new refrigerated van, etc.
- Conduct site visits to Farm Stand locations and provide on-the-job training
- Oversee collection of customer surveys and interviews
- Assist with organization and ordering of Farm Stand supplies and materials
- Creation of farm stand price tags, signage and other tracking sheets
- Staff information booths and health fairs as needed

**Eastern Market Fellowship:**

- Participate in recruiting and hiring a team of Eastern Market fellows.
- Organize ongoing training opportunities throughout the summer
- Provide day-to-day operation guidance to team
- Assist Food Access Manager with ongoing management of team
- Handle fellow's bi-weekly timesheets
- Schedule and manage team meetings and summer "field trips"
- Manage fellow competitions

**Food Assistance Programs:**

- Assist with streamlining operations for the distribution and redemption of food assistance currencies.
- Maintain financial records and assist with reporting.
- Provide guidance to fellows who operate the food assistance programs at Eastern Market's Sunday, Tuesday, and Saturday markets.
- Prepare and distribute nutrition assistance signage to vendors at the market

**QUALIFICATIONS**

Below is a list of desired qualifications:

- Food program experience
- Enthusiastic and knows how to have fun while working hard.
- High level of organizational skills.
- Punctual attendance at meetings
- Demonstrate strong written and verbal communication.
- Possess interpersonal and customer-service skills.
- Ability to work well independently and as part of a team.
- Knowledgeable about social justice issues
- Physically able to setup equipment, stand/walk during shifts, and carry 50+ lbs.
- Availability during evenings, overnight, and on Saturdays.

**Wages**

Wage range for the position is \$12-15.00 per hour, depending upon experience

**HOW TO APPLY**

To apply for the Assistant Food Access Coordinator position, please send a letter of interest and your résumé to Nicole Hellar at [nhellar@easternmarket.org](mailto:nhellar@easternmarket.org) by **March 18, 2020** as follows:

- Submit as single PDF or word document.
- Please put "Assistant Food Access Coordinator" in the subject line of the email.

Please follow **all** the above submission guidelines. We look forward to receiving your application.