



Farmers Market and Food Benefits Program Manager, Arlington Farmers Market

Arlington, Virginia

About Community Foodworks:

If you've been to a Community Foodworks (CFW) farmers market, you know that they don't fit a typical mold. We strive to build diverse spaces, where all different races, ages, income-levels, and backgrounds are equally represented and excited about fresh, local food. Community Foodworks is a 501(c)(3) nonprofit dedicated to creating market opportunities for local farmers and food producers in the Mid-Atlantic Region while increasing access to good, healthy, local food. Bonus Bucks is Community Foodworks' cornerstone food access and financial support program. Bonus Bucks provides a dollar-for-dollar match for all Federal food benefits spent on fresh, local food at our farmers markets.

The Arlington Farmers Market convenes each Saturday morning from 8am until noon in the Prime Season (mid-April through December) and 9am till 1pm in the winter (January through mid-April). It is located on N. 14th Street and N. Courthouse Road in Arlington, Virginia.

Arlington Farmer's Market is one of the largest farmers markets in the Commonwealth of Virginia and a number of the programs designed to increase access to healthy, local food take place each week at the market. Community Foodworks seeks a part-time market manager to oversee all aspects of market and program operations. The Farmers Market and Food Benefits Program Manager will work under the Virginia Program Manager to oversee and implement all administrative functions necessary for a successful market and will regularly interact with diverse constituencies, including farmers, food vendors, community partners, and customers.

Onsite Manager Position

This position is comprised of 2 equally important components - market operations and managing the Food Benefits program at the market. The operations aspect of this position includes market rules enforcement, paperwork, meeting deadlines, reporting, and overseeing the physical layout of the outdoor farmers market. The Food Benefits program includes at-market management of selling tokens to EBT customers, matching funds to EBT and Senior Checks recipients, collecting tokens from farmers, and reporting. The position requires very good communications skills, the ability to think on one's feet, problem solving and the willingness to work outdoors long days in all weather, weekends, and holidays. Community Foodworks is searching for outgoing, decisive, flexible, organized early-riser who can multi-task. A thorough understanding of seasonal local, food and growing practices is beneficial.

Onsite Manager Responsibilities

Below is a list of some, but not all, of The Farmers Market and Food Benefits Program Manager's duties:

- Enforce Arlington County's and Community rules and regulations for the market
- Determine farmer tents locations according to the market layout.
- Accurately complete the manager's report and other market paperwork by assigned deadlines
- Perform outreach in the local community to promote the market
- Perform EBT and credit card transactions as necessary
- Be able to talk with people in the market (e.g. customers, community leaders, park employees, local merchants, construction personnel, unauthorized film crews, outside vendors, politicians), answer questions, and represent Community Foodworks.
- Provide short weekly email updates to the Market Manager regarding market
- Management of the market's food access programs
 - Knowledge of core program processes and guidelines
- Maintain an accurate record of EBT, credit card transactions, tokens sold and redeemed, Bonus Bucks distributed and redeemed, Seniors tokens distributed and redeemed and any other required paperwork.
- Carry out outreach/education efforts for increasing the EBT/SNAP holders spending their benefits at the market

Physical Requirements

- Work outdoors, standing and walking for extended periods of time (up to 8 hours in a day) sometimes in extreme temperatures.
- Transport heavy/bulky items (35–45 lbs)

Other Requirements

- Have a valid up-to-date Department of Health's Food Protection Certificate. If the Onsite Manager is not certified upon hire will need to pass the Food Protection and Safety course within the first 3 months of the position.

Schedule/Hours

This is a part-time position. Onsite Manager hours will range 10-15 weekly. The Onsite Manager must be available Saturdays throughout the market season, with any absences scheduled in advance in coordination with the Market Manager.

Compensation

The Farmers Market and Food Benefits Program Manager will be paid at a rate of \$15 per hour.

Start Date

Immediately

How to Apply

Applications accepted on a rolling basis and will be reviewed immediately. Send resume, cover letter and one reference with the subject line "Arlington Farmers Market Manager Application: *Your Name*" to; afm@cfwdc.org.