EBT Site Coordinator

**EBT Site Coordinator Position Objective:**
A successful EBT Site Coordinator will adequately communicate, provide assistance, and conduct outreach with farmers markets and community organizations. This position has the unique opportunity to understand the operations of EBT/SNAP services, post-season evaluation reports, and Link Match SNAP incentives. The EBT Site Coordinator will work with Experimental Station staff, farmers market managers, vendors, farmers, and SNAP clients.

The EBT Site Coordinator duties include:

**EBT site coordinator duties (3 days a week minimum)**
- Provide EBT/SNAP transaction service at assigned City of Chicago farmers markets. EBT/SNAP service includes: transporting, setting up, and taking down tents and equipment; performing and tracking EBT transactions; reconciling EBT transactions daily; and reimbursing vendors for the previous week's EBT sales.
- Process, distribute, and collect Link Match SNAP incentives.
- Provide post-season program evaluation reports, suggesting program improvements and offering statistical analysis.

**Outreach duties (2-3 days a week minimum)**
- Provide ongoing outreach for targeted farmers markets.
- Connect with community organizations and develop strategic relationships with the goal of increased farmers market participation.
- Collect outreach data and report findings to Experimental Station staff.
- Create and present informational presentations on farmers market programming.
- Instruct vendors, farmers, and SNAP clients on using the EBT/SNAP system at farmers markets.

**Expectations**
- Excellent written, verbal, and interpersonal skills.
- The proven ability to work as part of a team and to foster collaboration.
- Good time management skills and the ability to prioritize.
- The ability to take initiative, problem solve, and work independently.
- A detail and deadline-oriented work ethic.
- The demonstrated ability to be calm and personable under pressure.
- The ability to interact and get along with all levels of staff and management.
- The ability to think creatively and "outside the box.”
- Proficiency in email, spreadsheets, and social media platforms.
- A hardworking, trustworthy, and dependable ethic.
- A comfort with working in markets in underserved neighborhoods.
- A passion for farmers markets and urban agriculture.
- A willingness to work flexible hours, including evenings and weekends.
- The ability to work outdoors, rain or shine.
- A cell phone.
This position requires the ability to travel, thus candidates must have their own insured vehicle large enough to transport equipment. This position requires 100% attendance and does not have vacation or sick days. **Candidates must have the ability to work through mid-October and be willing to work at any of the City of Chicago Farmers Markets.**

The selected hire will participate in training sessions provided by Experimental Station beginning in May 2021. Training will cover aspects of farmers market management and organization, the establishment and implementation of EBT/SNAP programs, and the tracking and reporting of EBT/SNAP transactions.

This EBT site coordinator position will be seasonal, from May - October 2021, at an hourly rate of $18.50, averaging 30 hours per week, plus travel.

Experimental Station is an equal opportunity employer. We welcome people with a wide range of skills and experiences to apply. **To apply, please send all resumes to corey@experimentalstation.org.**

*It is the policy of Experimental Station to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.*