



Harvest Home Farmer's Market Market Coordinator

LOCATION: New York City

JOB TYPE: Part-time hourly, permanent.

DESCRIPTION:

Harvest Home Farmer's Market provides low-income communities with access to farm fresh local produce and the education to achieve healthier lifestyles. We operate 13 seasonal markets (June – November) in low-income communities in the Bronx, Upper Manhattan, and Brooklyn..

JOB SUMMARY:

Under the supervision of the Program Director , the Market Coordinator will conduct market visits, provide on-site technical support and lead the physical distribution of all printed marketing materials. This person will also be a liaison for community outreach efforts. As the on-site point-of-contact for information about Harvest Home programming, the Market Coordinator will support the site staff and farmers, assisting in program implementation and community relations.

RESPONSIBILITIES AND DUTIES (include but are not limited to):

Market Operations

- Assist in preparation activities for the market season, including organizing supplies and printed materials along with community and farmer outreach
- Conduct daily visits to markets provide support for farmers and conduct community outreach
- Distribute program promotional materials at markets and through online platforms
- Participate in team meetings and trainings
- Provide market coverage if needed

Training and staff development

- Support Harvest Home pre-season Community Chef and Site Coordinator trainings
- Provide support with social media and outreach efforts, including taking program and stock photos at markets
- Conduct market visits to support quality assurance of Site Coordinators, provide feedback and assistance. Assist in managing Site Coordinators.

QUALIFICATIONS:

- Bachelor's degree in related field
- A minimum of two years' experience coordinating nutrition and/or food access program or farmers' market
- Very comfortable using mobile technology, particularly Apple products (iPads and iPhones)
- Experience with the diversity of NYC neighborhoods
- Knowledge of Spanish or Chinese (Mandarin or Cantonese) a HUGE plus



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QUALIFICATIONS (cont):

- Experience managing social media accounts and conducting outreach
- Knowledge of the Supplemental Nutrition Assistance Program (SNAP), the Farmers Market Nutrition Program (FMNP) and other nutrition benefit programs
- Precision, accuracy, and timeliness in completing duties
- Excellent interpersonal skills, including patience with others
- Ability to follow directions, work as a team, and manage others
- Expertise in MS Office, Canva, and Constant Contact

SALARY: \$25-35/hour

- PTO and paid holidays.
- Mileage and gas reimbursement

HOW TO APPLY: Email resume and cover letter to altonwilson@hotmail.com. Include in the subject line "Market Coordinator Application." Please provide your phone number. **No phone calls please.**