

Position Announcement

Part-time Project Coordinator, Michigan Farmers Markets Food Assistance Partnership

Date Posted: October 12, 2009

Application Deadline: October 23, 2009

Position Start Date: November 2, 2009

Location: 172 Natural Resources Building, Michigan State University, East Lansing, MI

Compensation: \$12/hour up to 20 hours per week

Position Type: Part-time Contractor

The Michigan Farmers Market Association (MIFMA) and the Michigan Food Policy Council coordinate the Michigan Farmers Markets Food Assistance Partnership. The Michigan Farmers Markets Food Assistance Partnership provides networking opportunities, shares resources, and facilitates collaboration for individuals and organizations working to increase consumers' access to healthy, locally-produced foods through farmers markets. The Partnership's focus is on those consumers who are eligible for food assistance including the Supplemental Nutrition Assistance Program (SNAP); Farmers Market Nutrition Program/Project FRESH for both Women, Infants and Children's (WIC) clients and seniors and other similar programs.

We are seeking a part-time project coordinator to manage the Partnership's efforts to assist new Electronic Benefits Transfer (EBT) programs at farmers markets across Michigan. The coordinator will provide support to the Partnership in meeting three objectives: (1) to develop new EBT programs at Michigan farmers markets to support the use of EBT for federal nutrition programs, (2) to sustain EBT programs at Michigan farmers markets through support and education, and (3) to facilitate and maintain Partnership activities.

The project coordinator will report to a committee that consists of the executive director of the Michigan Food Policy Council and the association manager of the Michigan Farmers Market Association.

Position Duties:

- Attend the United States Department of Agriculture Farmers Market Promotion Program orientation training on November 18-19, 2009 in Alexandria, VA. Travel, accommodations and a per diem will be provided.
- Participate and eventually facilitate Partnership meetings and write meeting summaries
- Manage the application, interview, and contract process for new EBT programs at farmers markets
- Develop a mentor market manager program to assist with new EBT programs at markets
- Assist with organizing educational programs for market managers and vendors
- Coordinate EBT technology purchases and other related expenses
- Promote EBT programs at farmers markets through consumer outreach campaign, as well as the work of the Partnership

Position Duties Continued:

- Participate in expanding the Partnership and recruiting new members
- Organize year-end gathering to present data and effectiveness of the Partnership and project
- Write and coordinate progress reports and final reports as necessary to meet the grant requirements outlined by the United States Department of Agriculture

Qualifications:

- Strong organizational skills
- Strong written and verbal skills
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Access)
- Ability to work independently and collaboratively to meet goals
- Reliable transportation for travel to training sessions and farmers markets as necessary
- Familiarity with EBT technology and working with Third Party Processors preferred
- Familiarity with EBT (SNAP/Bridge Cards) at farmers markets preferred
- Prior experience in developing promotional and outreach materials preferred
- Demonstrated ability to work with a wide variety of stakeholders and interests

Additional Qualifications:

- The ideal candidate will have an interest in food access or agriculture issues, as well as experience related to farmers markets.

Application Process:

Please e-mail a cover letter and your resume, including references, to Dru Montri at dnmontri@msu.edu.

