



Belmont Farmers' Market Market Coordinator Job Description

General Description

The Market Coordinator, under the general direction of the Market Committee of the Belmont Food Collaborative, will coordinate details of the successful operation of the Belmont Farmers' Market. This is a new part-time, hourly position (\$20/hour). Weekly hours will vary seasonally, with fewer hours during the winter and early spring, and increasing in late spring, summer and fall. During the Market season, it will probably require about 12 hours per week.

The Market Coordinator will attend most Thursday afternoon Markets. Market dates are from the second week in June through the end of October. Hours at the Market are from 12:30 PM until 7:00 PM. Other tasks vary throughout the year.

The successful Market Coordinator may have the opportunity to grow the position and take on more tasks related to the Belmont Food Collaborative.

Our Mission

To provide members of the community a place to purchase fresh, local produce and goods directly from farmers and producers in a congenial atmosphere and to help people in need obtain fresh, healthy foods.

The Belmont Farmers Market is a project of the Belmont Food Collaborative, a 501(c)(3) organization. See BelmontFarmersMarket.org and BelmontFood.org for more details.

Major Duties

1. Vendor relations

- Participate in vendor selection
- Manage vendor enrollment and paperwork
- Create vendor schedule

2. Market Management

- Manage 12–15 Thursday Market days during the season
- Work with vendors, volunteers and shoppers to ensure a fun and safe environment
- Setup and breakdown a few tents with tables, and street signs
- Process transactions for SNAP and other certificates at the Market
- Recruit, train and schedule volunteers

3. Food Assistance

- Conduct outreach to increase the use of SNAP and FMNP at the Market
- Interact with the EBT contractor

4. Communications

In coordination with the Communications Committee:

- Manage weekly communications with vendors and volunteers, using mail, email and voicemail
- Create content for social media, website and press releases
- Oversee the production of our weekly email newsletter
- Maintain lists of current and potential vendors, volunteers and newsletter subscribers

5. External Relations

- Work with the Board of Health
- Work with the Traffic Department
- Interact with food assistance organizations, such as Food for Free and the Belmont Food Pantry

6. Other Duties

- Attend Market Committee meetings
- Assume other duties as assigned from time to time by the Market Committee

Qualifications

- The ability to develop good team relationships with volunteers, vendors and shoppers
- Strong organizational and problem-solving skills
- Attention to detail
- Basic computer skills, including spreadsheets and word processing
- Ability to lift 40 lbs

The Belmont Food Collaborative is an Equal Opportunity Employer.

The Lexington Farmers' Market is looking to fill a similar position for their Tuesday seasonal Market. We are strongly interested in hiring one person for both Markets if possible. See LexingtonFarmersMarket.org for their job description.

Submit a resume and cover letter to BelmontFarmersMarket@gmail.com by March 10, 2017. Please indicate if you are interested in both positions, or just ours.