



**Farmers Market Fund**  
**240 N. Broadway, Suite 129**  
**Portland, OR 97227**

**Job Title: Program Coordinator for Farmers Market Fund**

**Reports to:** Executive Director, Farmers Market Fund

**FLSA Status:** non-exempt / hourly

**Benefits:** health, dental, vision, 401(k), paid time off

**Hours:** regular part-time, at least 20 hours per week (grant-funded position June 2021 with potential for extension)

**Pay rate:** \$16.00 per hour

**About Farmers Market Fund**

Farmers Market Fund (FMF) makes healthy, locally grown food accessible to underserved Oregonians.

Founded in 2009 by a group of community activists, FMF was incorporated as a 501(c)(3) in 2012. FMF's primary focus is Double Up Food Bucks (DUFB), a program that doubles Supplemental Nutrition Assistance Program (SNAP) benefits at farmers markets across Oregon, allowing shoppers to get twice as many fruits and vegetables. DUFB helps families bring home more fruits and vegetables, gives small farmers an economic boost, and keeps more food dollars in the local economy. Since its inception, FMF has distributed more than \$600,000 in Double Up Food Bucks to shoppers. FMF also convenes and leads a coalition of farmers markets for the purpose of sharing best practices and fundraising as related to nutrition incentive programs for low income market shoppers.

Portland Farmers Market (PFM) founded FMF in 2012 as their charitable partner organization. The two parties have a written agreement describing the administrative and program services provided by PFM to FMF. PFM shares office space with FMF in NE Portland.

The FMF office and staff of two is co-located with Portland Farmers Market. This small team works closely with each other, occasionally with PFM staff and with staff from partner organizations also working to implement DUFB at various outlets.

**Position Overview**

In June 2019, the Oregon legislature appropriated \$1.5 million for the expansion of the Oregon Double Up Food Bucks program through 2021. The FMF Program Coordinator will support that expansion, working with 50+ farmers markets across the state to provide contracts, track data and conduct program evaluation. The Program Coordinator will also provide general support to FMF's operations, including outreach and social media, donor relations, giving campaigns, and program evaluation. These tasks are seasonal/sequential and not required to be done simultaneously.

## **Responsibilities**

### **Double Up Food Bucks Program, 70%**

#### **Application and Review Process**

- Promote availability of Double Up application to farmers market managers statewide
- Respond to markets' questions during application review process
- Distribute contract agreements to selected markets

#### **Market Training**

- Coordinate and schedule in-person market manager training and webinar trainings for Executive Director to conduct
- Update and monitor the market manager resource website as needed throughout the season with relevant forms and tools

#### **Communications with Markets**

- Conduct surveys to update market information for FMF communication needs
- Be point of contact for market managers with questions about Double Up implementation
- Send monthly email updates to markets with reporting reminders and program updates

#### **Reporting and Evaluation**

- Monitor monthly market reporting during program implementation, follow-up with markets regarding overdue, inaccurate, or incomplete monthly reports, and ensure market managers can access the transaction data reporting site
- Coordinate distribution and collection of customer and vendor surveys at markets and provide support with implementation
- Conduct analysis of surveys and market data for grant reporting and general communications
- Assist Executive Director in conducting end-of-season reconciliation for each market and annual program reports.

#### **Implementation & Outreach**

- Support new Double Up markets and monitor program implementation via site visits as needed
- Coordinate production and distribution of Double Up currency to each participating site
- Track and organize distribution of program materials (flyers and posters) to markets

### **General FMF Support, 30%**

- Assist in program outreach by managing social media (Twitter, Instagram, Facebook) and writing and designing email newsletters
- Support Executive Director in administering fundraising campaigns
- Conduct individual donor management, including tracking donors and sending donation receipts
- Assist with giving campaign coordination and implementation
- Other duties as assigned

#### **Required Knowledge, Skills and Abilities**

1. Two years of experience with related administrative duties such as client communications, data tracking, compliance and/or general program support.
2. Clear and concise written and verbal communication skills
3. Attentive to detail; ability to produce accurate and professional documents and keep meticulous records

4. Ability to understand rules, comfort holding others accountable and ability to empathize with others.
5. Experience with data collection, collating of data and report writing.
6. Intermediate level experience with Microsoft Office products, particularly Excel and with Google Docs. Ability to learn other tools such as, MailChimp and Zoom.
7. Well organized; ability to set priorities, manage time appropriately, and meet deadlines
8. Passion for supporting local farmers and ending hunger
9. Preference given to candidates with familiarity with farmers' market management, SNAP programs and related operations.

### **We Welcome Diversity**

Farmers Market Fund is an equal opportunity employer. We welcome all qualified individuals in accordance with the law without regard to their race, color, creed, religion, age, gender, sexual orientation, marital status, military status, political opinion, sex, national origin, familial status, mental and physical disability, gender identity, source of income, disability or any other status protected by federal, state, or local law in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. We will provide reasonable accommodation unless it creates an undue hardship on the operation of our organization. Any applicant needing reasonable accommodation should notify us as soon as possible.

### **How to Apply:**

See the position description at <http://farmersmarketfund.org/fmf/job-opportunities/> for details.

We look forward to seeing your **cover letter and resume sent to [molly@portlandfarmersmarket.org](mailto:molly@portlandfarmersmarket.org). Please put "coordinator" and your last name in the subject line. Please submit your interest to us by September 25<sup>th</sup>, 2019.**

The application process may include a telephone interview, written screening tool and on-site or panel interview. We hope to have it filled by mid-October, 2019.