Position: Farmers Market Food Access Coordinator

Reports to: Executive Director

Location: Seattle or remote within WA will be considered

The Farmers Market Food Access Coordinator (“Food Access Coordinator”) is a core member of the Washington State Farmers Market Association (“WSFMA”) staff. The WSFMA supports 115 member farmers markets to realize their goals as vibrant economic and community assets. Founded in 1979, the WSFMA is a 501c3 nonprofit organization that works statewide, primarily through key member services, training, and education (including an annual conference), research, and advocacy. The WSFMA currently has a small staff with an office at Pike Place Market in Seattle. Please review our website to learn more about our organization.

Core Responsibilities
As a critical member of a lean nonprofit team, the Food Access Coordinator is responsible for working with the Executive Director to support organizational and programmatic activities of the WSFMA. This includes helping with office and financial management, organizational planning, training, developing and following internal controls, communications, support with annual membership and other member services, the WSFMA Boot Camp and Conference, fundraising, and occasional board support.

More specifically, the Food Access Coordinator leads our food access work that supporting farmers markets that have (or would like to have) food access programs including FMNP, SNAP EBT, and SNAP Market Match. The Food Access Coordinator is responsible for managing a team of Regional Leads, part-time contractors who have specific duties relative to supporting farmers markets in their regions. This position is directly responsible for managing contracts with the Department of Social and Human Services for Supplemental Nutrition Assistance Program Education (SNAP Ed) and the Department of Health, as well as being the point of contact for all programmatic work related to the WIC and Senior Farmers Market Nutrition Program.

Specific Duties
1. Lead, manage, and support a team of 8 part-time contractors (“Regional Leads”) who are located throughout the state and support farmers market food access programs primarily their designated geographic area. Regional Leads provide direct-service to farmers markets seeking support with food access programming and, establish partnerships with regional agencies that work with low-income populations to educate and promote food access benefits at farmers markets. The Food Access Coordinator’s duties include:
   - hiring to fill vacancies (as needed);
   - annual contracting with all Regional Leads;
   - training Regional Leads and supporting annual planning;
   - reviewing Regional Leads’ monthly invoices and activity reports; and
   - monitoring Regional Leads compliance with SNAP-Ed Guidance.
2. Ensure that all requirements for the WSFMA’s annual contract with DSHS for the Statewide Regional Leads Program is fulfilled to the highest professional standards and in full compliance with SNAP Ed Guidance and WSFMA policies. Contract management includes:
   - developing, monitoring, and revising workplans based on the Washington State SNAP-Ed Plan, as approved by FNS;
   - developing, monitoring, and revising an annual budget following the SNAP-Ed Contractor Workbook for the FFY and WSFMA FY;
   - writing and submitting three quarterly and one annual report;
   - meeting with DSHS team;
   - participating in statewide Leadership Team;
   - participating in an annual State SNAP Forum and other related events;
   - maintaining WSFMA’s materials with the SNAP Ed outreach team;
   - contributing to evaluation activities and impact assessments; and
   - abiding by all Washington SNAP-Ed Guidance.

3. Ensure that all requirements for the WSFMA’s annual contract with DOH for the Fruit and Vegetable Incentive Program and SNAP Market Match is fulfilled to the highest professional standards. Contract management includes:
   - developing, monitoring, and revising workplans in coordination with DOH;
   - developing, monitoring, and revising an annual budget following the SNAP-Ed Contractor Workbook for the FFY and WSFMA FY;
   - writing and submitting quarterly and annual reports;
   - meeting with DOH team; and
   - participating in Fruit and Vegetable Incentive Program.

4. Responsible for leading specific deliverables such as:
   - Production of regional Food Access Brochures
   - Development and facilitation of Food Access Forums; and
   - Planning food access workshops for the annual WSFMA conference and Boot Camp that increase the effectiveness of food access programs at farmers markets.

5. Provide support to member farmers markets to help problem-solve real-time challenges and opportunities regarding their food access programs including FMNP, SNAP EBT, and SNAP Market Match.

6. Research, review, and design WSFMA training/educational materials for farmers markets on food access programs for print and the WSFMA website.

7. Maintain up-to-date knowledge of food access programs at farmers markets, including SNAP, the Farmers Market Nutrition Program, matching programs, donations to food banks, and others. This includes understanding all USDA and state program rules and administration; technical components including EBT equipment, related policy initiatives, and funding mechanisms. It also includes familiarity with all key agency, public health, nonprofit partners at local, regional, and state levels.
Qualifications, Skills & Experience Needed

- Direct experience and demonstrated understanding of farmers markets, direct marketing, community-based organizations, and/or related work.
- Experience with farmers market food access programs including FMNP, SNAP, SNAP Market Match or other Incentives as well as EBT technology, vendor applications and third-party processors.
- Experience in developing and managing grant- or contract-funded projects with multiple goals, objectives and activities, including budget management, report writing, and evaluation.
- Ability to understand requirements and guidance dictated by state and federal contracts and grants, and to provide necessary oversight to ensure proper stewardship of funding.
- Ability to identify and cultivate strong partnerships across the state and with wide variety of local partners and state agencies.
- Experience hiring, training, and managing contractors in remote locations.
- Highly organized, with excellent information management skills, and able to juggle multiple projects while maintaining attention to detail and accomplishing tasks in timely manner.
- Excellent communication skills, participating in virtual meetings, writing, emailing, and use of other virtual communication tools. Includes ability to provide technical assistance and communicate effectively and courteously with a diverse audience.
- Experience as public speaker and facilitating meetings, both in person and online.
- Able to travel statewide.
- Strong working knowledge of modern office practices, equipment, and computer applications including MS Office 365 (e.g., Excel, Word, Outlook, Power Point), Dropbox, Adobe Creative Suite, Zoom, and other software. Experience with graphic design and website content a plus.
- Education in food systems, social sciences, community development, nonprofit management, public health, or related discipline.

Compensation
Salary depends on experience. PTO benefits include vacation and sick leave; plus 9 paid holidays. Health insurance stipend or HRA.

To Apply
Please submit a letter and resume to info@wafarmersmarkets.org with Food Access Coordinator in the subject line. Please outline experience working with WA farmers markets; SNAP, SNAP-Ed, SNAP Market Match, and FMNP; and nonprofit organizations. All qualified applications will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, or national origin.

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