



Food Access Coordinator

Position: Full-time, regular employee. Overtime Exempt.

Reports to: Executive Director

Location: WSFMA office at Pike Place Market.

Remote/hybrid within WA may be considered.

WSFMA

Founded in 1979, the Washington State Farmers Market Association (WSFMA) is a 501c3 nonprofit organization dedicated to working with farmers markets so that they can thrive. Farmers markets support family farms, artisans, and other small businesses; showcase local talent and community engagement; and are key players in building local food systems and food security. The WSFMA is a statewide membership organization comprised of 115 farmers markets that follow the "Roots Guidelines," apply annually, and receive services and benefits as WSFMA member markets. We support market operations, organizational development, and vendors. The WSFMA also serves non-member markets with educational resources online, food access support, our annual conference, "Boot Camp" for new Managers, data collection, and advocacy. The WSFMA currently has a 3-person staff with an office at Pike Place Market, a team of "Regional Leads," and an 8-person, voluntary Board of Directors. We work to be efficient, focused, and maximize our impact with limited resources by partnering with farmers markets to take on familiar and new challenges, positively engage in larger trends, and represent the market and vendor voice in public programs and policy.

Food Access Coordinator

The Food Access Coordinator provides programmatic leadership and management, technical expertise, and advocacy to support farmers markets that offer SNAP, SNAP Market Match, and/or WIC and Senior FMNP, as well as markets' local food access programs and SNAP-Ed direct education. The WSFMA's focus is on ensuring that farmers markets have the information, technical support, equipment, and ongoing advocacy they need in order to offer food access programs as efficiently and cost-effectively as possible. The Food Access Coordinator serves as a translator and intermediary between the grounded realities of what it takes to run a farmers market and the FNS guidance, WA state agencies, local partners, and emerging EBT technology. This position is also responsible for managing a team of "Regional Leads," part-time contractors who support food access programs and SNAP-Ed activities at farmers markets' in their region of Washington. The Food Access Coordinator reports to and works closely with the Executive Director.

Duties

1. Understand and stay up-to-date with all technical aspects, policy, programming, and technological trends for SNAP at farmers markets, matching programs, and the WIC and Senior Farmers Market Nutrition Program. Includes working with state and local agencies as well as farmers markets and other food access partners.
2. Inform/develop educational materials, programming, promotions, and evaluation of food access programs for farmers markets. Includes Food Access Forums, workshops at annual Conference and Boot Camp, Regional Farmers Market Directories, and website.
3. Oversee annual contracts with the Department of Social and Human Services for Supplemental Nutrition Assistance Program Education (SNAP-Ed) and the Department of Health's Fruit and Vegetable Incentive Program (GusNIP). Includes ensuring that all contracts are fulfilled to the highest professional standards and are in full compliance with WSFMA policies and FNS/SNAP-Ed Guidance.
4. Lead, manage, and support the Regional Leads Team of part-time annual contractors who help problem-solve real-time challenges and opportunities farmers markets face. Includes recruiting and hiring as needed, contract management, reporting, and monitoring.

5. Contribute to all WSFMA programs, operations, and organizational growth. This includes helping with office and financial management, organizational planning, training, internal controls, communications, support with annual membership and other member services, fundraising, and board support as needed.

Skills & Experience

- a. Experience working independently while welcoming feedback and being part of a team with shared goals.
- b. 3 to 5 years of direct experience working with farmers market organizations and/or direct marketing.
- c. 3 to 5 years of experience in project management, including developing and successfully executing multiple goals, objectives, and activities; managing budgets, reporting, and evaluation.
- d. Current experience managing the technical aspects of 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.
- e. Current understanding of technical aspects of EBT and POS technologies, and emerging trends as they relate to food access benefits at farmers markets.
- f. Current understanding of all requirements dictated by state and federal contracts and grants, including FNS and SNAP-Ed guidance, and provide necessary oversight to ensure full compliance and proper stewardship of funding.
- g. Ability to identify and cultivate strong partnerships across the state with a wide variety of markets, local partners, and state agencies.
- h. Experience hiring, training, and managing contractors in remote locations.
- i. Excellent/advanced working knowledge of 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.
- j. Highly organized, with excellent information management skills, and ability to focus on multiple projects while maintaining attention to detail and accomplishing tasks in a timely manner.
- k. 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.
- l. Experience as public speaker and facilitating meetings, both in person and online.
- m. Able and available to travel statewide as needed.
- n. Education in food systems, social sciences, community development, nonprofit management, public health, public policy, or related discipline.

Compensation

Salary starts at 60K per year. PTO benefits include vacation and sick leave; plus 9 paid federal holidays, and Qualified Small Employer Health Reimbursement Arrangement.

To Apply

Please submit a letter and resume to info@wafarmersmarkets.org with Food Access Coordinator in the subject line. Please clearly detail relevant skills and experience working with WA farmers market organizations; SNAP, SNAP-Ed, SNAP Market Match, and FMNP; and work with 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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Sept. 2023