



Site Coordinator

APPLICATION DEADLINE: May 21th, 2012

LOCATION: Community based Farmer's Markets, Community and Faith-based organizations in NYC areas: Bronx, Brooklyn, and Manhattan. (For further information you can go to our website)

TERM: June- November, Seasonal **WAGE CATEGORY:** Hourly (\$12/hr)

REPORTS TO: Operations Manager

DESCRIPTION: Harvest Home Farmers' Market, Inc. (HHFM) is the leading provider of farm-fresh produce and regionally grown foods distributed to the neediest families in distressed communities. . HHFM has markets located in the Bronx, Brooklyn, Manhattan and Queens and accepts Food Stamp/EBT cards, WIC (FMNP), Senior Coupons and Health Bucks.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Coordinate and facilitate the daily set-up of farmers and vendors at the market location.
- Ensure that the site is maintained clean prior to opening and at the close of the market day. If needed the Site Monitor should assist in clearing debris from area to facilitate set-up of farmers and vendors.
- Ensure parking is available for farmers/vendors by handling the parking issues and street closures, calling tow trucks when necessary.
- Enforce market documentation requirements, stall assignments and grievance procedures as outlined in the "Market Operating Procedures".
- Review each farmer's crop plan to ensure that farmers are in compliance with the market growing policy.
- Provide direct assistance to farmers and customers at the market site as needed.
- Work with farmers to help maximize revenue opportunities and ensure compliance. Take ownership of market and foster a sense of pride in the community.
- Submit produce inventory, farmer and vendor attendance reports monthly on the last Saturday of every month.
- Perform EBT token distribution and collection as necessary at markets.
- Oversee EBT operations and prepare and submit reports daily and monthly at locations where EBT is offered.
- Maintain safe-keeping of all market supplies included but not limited to: reporting forms, signs, banners, flyers, etc. provided by Harvest Home Farmers Market.
- Carry out at market and outreach promotions which may include, setup of literature/information tables, assist with the set-up of cooking demonstrations, conduct customer count surveys and grow email mailing list for the market.
- Become familiar with the market neighborhood and assist Community Development/Outreach Coordinator with promotion of the markets.

QUALIFICATIONS:

- Knowledge of the community and stakeholders
- Reliable and willing to commit to the entire market season
- Ability to work independently and as a member of a team
- Strong customer service and interpersonal skills
- Some knowledge of harvesting season and regional produce preferred but not necessary
- Must be a fast learner
- Must be flexible for schedule changes, which may include weekends and weekdays
- Ability to work from both home and office as assigned

HOW TO APPLY: Email resume and cover letter to info@harvesthomefm.org. Include in the subject line "Site Coordinator." Please provide your phone number. **No phone calls please.**