

**Stellar Farmers' Markets
Food Access & Community Health Programs
New York City Department of Health & Mental Hygiene
Data Enterer**

GENERAL RESPONSIBILITIES:

The Food Access and Community Health Program within the New York City Department of Health and Mental Hygiene, Bureau of Chronic Disease Prevention and Tobacco Control, is looking to hire a part-time consultant to support the Stellar Farmers' Market Program. The Stellar Farmers' Market program provides nutrition education workshops and cooking demonstrations to Supplemental Nutrition Assistance Program (SNAP) eligible populations at select farmers' markets in NYC.

DUTIES:

The selected Data Enterer will provide services from September until November 30th, 2013. The position is part-time ~14 – 21 hrs/wk.

Duties will include, but are not limited to:

- Ensure that all Stellar Farmers Markets consultants submit timesheets and invoices in a timely manner.
- Assist Stellar Farmers Markets consultants to create timesheets and invoices that meet city guidelines.
- Organize, maintain and file invoices and timesheets;
- Maintain tracking spreadsheets to ensure consultants are not exceeding budgeted hours.
- Provide Program Manager for Stellar Farmers Markets with weekly updates.

PREFERRED SKILLS:

- Proficiency in Excel, MS Word and MS Access,
- Superior attention to detail.
- Excellent communication and interpersonal skills
- Ability to coordinate and prioritize among several tasks

FOR MORE INFORMATION:

Please send a resume and cover letter to:

Kasey Holloway, Coordinator, Farmers' Market Programs
khollowa@health.nyc.gov