



## Food Access Manager Position Description

**480 Wilson Road, Room 172, East Lansing, MI 48824**

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Supervisor: Executive Director

Supervises: Food Access Student Assistant, Food Navigators

The Food Access Manager position at the Michigan Farmers Market Association (MIFMA) plays a key role in working towards our organization's vision that all Michigan residents have access to healthy, locally grown food. This position will provide leadership for our work to expand and support Michigan farmers markets accepting food assistance programs, and for food access programming including, but not limited to, our Food Navigator Program, Hoophouses for Health, and our statewide learning network for Prescription for Health programs.

This is a full-time (40 hours/week), salary position exempt from overtime with a starting annual salary of \$31,200. This position is eligible for our full benefits package including health insurance, paid time off, and a Simple IRA retirement plan. The position will be based out of our East Lansing office with opportunities to work remotely after a 60-day entry period.

### Position Duties and Responsibilities:

#### **Provide leadership for food access related programs and initiatives**

- Manage food access related programs including executing deliverables of contracts and/or grants, developing and documenting program processes, evaluating programs, and guiding program development
- Supervise coordinators, students and/or interns working on food access related programs and/or initiatives including managing workflow and monitoring progress towards deliverables
- Monitor expenditures for food access programs and assist in financial reporting for grants and contracts
- Assist in identifying and securing funding for food access related programs including writing grants and drafting and negotiating contracts and service agreements
- Support MIFMA's efforts to advocate at a state and national level for policies that support and expand access to the fresh, healthy, locally grown food available at farmers markets
- Represent MIFMA on state and national committees, organizations, and workgroups that align with our mission
- Maintain and update the food access portions of the MIFMA website
- Participate in Board of Directors and Committee meetings as required
- Carry out additional responsibilities as identified in consulting services agreements or other contracts

#### **Expand and support farmers markets that accept food assistance benefits**

- Provide technical assistance to farmers markets implementing food assistance programs by phone (one-on-one and on group calls), email, site visits, and in-person meetings
- Develop and maintain a working knowledge of significant developments and trends in the usage of Supplemental Nutrition Assistance Program (SNAP), Double Up Food Bucks, and other food assistance programs at farmers markets in order to serve as an expert on the MIFMA team who can provide training and technical assistance on these topics

- Develop content for and distribute outreach materials that promote Michigan farmers markets accepting SNAP
- Facilitate MIFMA's Market Manager Mentorship Program that supports market managers that are accepting SNAP benefits for the first time at their farmers market
- Facilitate food assistance acceptance, vendor reimbursement, and reporting requirements at the annual Farmers Markets at the Capitol
- Travel and conduct site visits to farmers markets with new and established food assistance programs

### **Lead the Food Navigator Program**

- Develop and maintain a working knowledge of SNAP-Ed program rules and guidelines
- Train, support, and supervise Food Navigators working in farmers markets to welcome and support customers shopping with food assistance benefits
- Facilitate monthly calls in which Food Navigators and program partners can engage
- Develop content for webinars and outreach materials, including print materials, recipe videos, and social media posts
- Communicate and coordinate with funders, evaluators, and other MIFMA staff
- Track and submit Food Navigator invoices, and complete financial reporting requirements associated with the program
- Document program operations and plan for the future of the program by seeking funding and marketing the program as a replicable model

### Desired Qualifications:

- Bachelor's degree in related field; or equivalent knowledge related to food and farming systems, food assistance benefits, and farmers market management and operation
- Minimum two years of experience in a supervisory position, including experience managing people at a variety of skill levels and experience in coordinating and leading teams
- Familiarity with SNAP-Ed programming
- Familiarity with food assistance benefits and how they can be used at Michigan farmers markets including SNAP, Double Up Food Bucks, WIC Project FRESH, Senior Project FRESH/Market FRESH, Hoophouses for Health, and Prescription for Health
- Demonstrated ability to work with a wide variety of stakeholders and interests
- Initiative to investigate potential solutions and share what you have learned
- An interest in food access, agriculture, and policy issues, as well as experience related to farmers markets
- Reliable transportation for travel to training sessions and farmers markets as necessary

### Desired Skills:

- Ability to work independently and collaboratively to meet goals
- Ability to manage multiple projects simultaneously and, when needed, delegate tasks to staff and/or volunteers
- Strong organizational and time management skills
- Strong written and verbal skills
- Preference for proficiency in Microsoft Office Suite; web-based search and information systems; social media, including Facebook, Instagram, and Twitter; phone/web conferencing systems, including Zoom; customer resource management software, including NEON; project management software, including Basecamp; and web-based content management systems, including WordPress

***MIFMA advances farmers markets to create a thriving marketplace for local food and farm products. It is the policy of the Michigan Farmers Market Association to practice nondiscrimination based on age, ancestry, color, disability or handicap, national origin, race, religious creed, sexual orientation, gender identity or veteran status. MIFMA does not approve, nor will it condone, any action or behavior that would result in harassment or discrimination in any of these areas.***