



Food Access Coordinator Position Description

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

Supervisor: Food Access Manager

The Food Access Coordinator at the Michigan Farmers Market Association (MIFMA) plays an important supportive role in working toward our organization's vision that all residents have access to healthy, locally grown food. This is a 32 hour per week position with a pay rate of \$12 an hour and access to a full benefits package including health insurance, paid time off and a Simple IRA retirement plan. The position is based in MIFMA's East Lansing office with some travel required.

Position Duties and Responsibilities:

- Develop and maintain a working knowledge of the usage of Supplemental Nutrition Assistance Program (SNAP), Double Up Food Bucks and other food assistance programs at farmers markets
- Provide logistical support and technical assistance to farmers markets implementing food assistance programs by phone, email, site visits, and in-person meetings
- Support farmers markets and direct marketing sites in implementing Double Up Food Bucks
- Assist farmers markets in obtaining wireless point of sale devices as needed to accept SNAP
- Support the Food Access Manager in food assistance acceptance, vendor reimbursement, and reporting requirements at the annual Farmers Markets at the Capitol
- Work with the Food Access Manager and Communications and Membership Manager to develop content for and distribute outreach materials which promote Michigan farmers markets accepting SNAP
- Maintain and update the food access portions of the MIFMA website
- Travel and conduct site visits to farmers markets with new and established food assistance programs
- Carry out additional responsibilities as identified in grants, consulting services agreements, or other contracts

Desired Qualifications:

- Two years of coursework, training and/or work experience related to food and farming systems, food assistance benefits, and/or farmers market management and operation
- Familiarity with food assistance benefits and how they can be used at Michigan farmers markets including SNAP, Double Up Food Bucks, WIC, WIC Project FRESH, Market FRESH, Hoophouses for Health and Prescription for Health
- Ability to work independently and collaboratively to meet goals
- Ability to manage multiple projects simultaneously
- Demonstrated ability to work with a wide variety of stakeholders and interests
- Initiative to investigate potential solutions and share what you have learned
- Reliable transportation for travel to training sessions and farmers markets as necessary
- An interest in food access, agriculture, and policy issues as well as experience related to farmers markets
- An understanding of, and commitment to, social justice and racial equity in the food system

Desired Skills:

- Strong organizational and time management skills
- Strong written and verbal skills
- 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 NeonCRM, 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.