

# Job Description

March 20<sup>th</sup>, 2019

## POSITION

Farmers Market Coordinator

## EMPLOYMENT TYPE

Full-time 35/hours week

## SALARY

\$40,000, annually

## REPORTS TO

Bushwick Cooks Manager

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The Farmers Market Coordinator will implement RiseBoro's network of Farmers Markets for our Bushwick Cooks Program. He/She will coordinate day-to-day aspects of the markets as well as administrative duties related to sales, advertising, outreach, presentations, cooking demonstrations, research, and vendor development.

RiseBoro Farmers Markets: RB farmers markets provide Bushwick area community residents with access to affordable produce directly from farmers and producers.

- Operation of market: Load and transport market inventory, set-up and breakdown of tents/tables, merchandise local goods, support vendors
- Management of social media account (*Instagram*)
- Training of youth and volunteers
- Record keeping and distribution of EBT tokens & Health Bucks
- End-of-market accounting and vendor data collection
- Non-market hours will be spend on market administration: inventory control, community outreach, and vendor development
- Together with the Bushwick Cooks Manager, organize and deliver promotional presentations & cooking demonstrations
- Additionally, Market Coordinator will connect farmers with relevant contacts at our regional aggregator partners

## COMPETENCIES

- Highly organized and detail oriented
- Bilingual English/Spanish. Familiarity with Bushwick, Brooklyn preferred
- NYS driver's license with clean driving record. Ability to drive a box truck. Commercial driver license highly desired
- Ability to lift 50-75 pounds
- Ability to stand for hours and work in all weather conditions
- Ability to work on weekends and early mornings
- Familiarity with cash, EBT/SNAP and credit card transactions
- Interest in food justice and community health
- Experience with record-keeping. Excel skills are a plus
- Positive attitude, entrepreneurial spirit and superior customer service (for market customers *and* vendors)
- NYC Food Protection Certificate or ServSafe certification a plus

## EDUCATION

Bachelor's degree from accredited college or university strongly preferred. High School Diploma required.

## APPLICATION DEADLINE

March 29<sup>th</sup>, 2019



**SUBMIT RESUME TO**  
Lcontreras@riseboro.org