

Position Title: Food Access Coordinator

Classification: Part-time, hourly

Reports to: Operations Manager

Organization Summary

Texas Farmers' Market is a non-profit organization established in 2010 that helps to support a local food system through the operation of our two weekly farmers markets: Saturdays at Lakeline Mall and Sundays at the Branch Park Pavilion in Mueller. Our markets are some of the most popular and successful in the state of Texas. We provide a vibrant marketplace for over 120 local farmers, ranchers, food producers, and artisans to share their products with thousands of Austinites each week. Our markets also provide a lively community space for friends, family and neighbors to gather around local produce, tasty prepared foods, and live music and activities for the whole family.

Position Summary

The Food Access Coordinator is responsible for overseeing and executing outreach and/or market operations related to Texas Farmers' Market food access programming for the Double Dollar Incentive Program (DDIP), SNAP and FMNP eligible families and individuals. The position requires personal skills, organization, and ability to multitask.

Position Requirements:

- Reliable transportation
- Availability most Saturdays between 8:45 am-1:15 pm and or most Sundays between 9:45 am - 2:15 pm except for shifts requested off in advance
- Access to a computer to review emails from operations manager in preparation for day of market execution
- Some availability via text or email during the week
- Ability to be on foot for up to 5 hours at a time
- Ability to work independently in a fast-paced environment
- Must be able to work onsite at a rain or shine market

Major Responsibilities:

- Help customers use their SNAP and WIC vouchers and cards to make purchases.
- Distribute matching benefits in the form of paper scrip which can then be redeemed for fruits and vegetables.
- Track the DDIP program by asking brief questions of customers and entering their responses into a

laptop on site.

- Distribute general information about the markets and assist volunteers with terminal and merchandise sales.
- Troubleshoot and problem solve issues at market as they arise
- Monitor market supplies and equipment inventory and report supply needs to Operations Manager
- Complete and file market paperwork to Operations Manager at the end of each market
- Provide feedback to the operations team to adapt and improve market operations and procedures

Knowledge, Skills and Abilities

- Excellent verbal, written, interpersonal and communication skills
- Attentive to details and displays a strong aptitude for organization
- Strong customer service skills - displays enthusiastic, outgoing, and helpful behavior
- Team oriented as well as self-motivated
- Aptitude for prioritizing tasks and showcasing flexibility in the event of a change
- Model ethical and professional integrity
- Bilingual English/Spanish fluency (oral as primary communication)
- Proficient in using a computer for data entry, including MS Office applications

Education/Experience

- High school diploma or equivalent
- Passion for farmers markets, local food and sustainability
- Experience working with low-income or underserved communities

Compensation and Benefits: \$15/hr. This is an hourly, part time position.

Equal Opportunity Employer: Texas Farmers' Market provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To Apply: Please email a cover letter and resume with subject line "Food Access Coordinator Application" to operations@texasfarmersmarket.org