



## **Farmers Market Food Access Coordinator Job Description Calvert County Farmers Markets**

The Maryland Farmers Market Association (MDMFA), a statewide non-profit that aims to increase healthy food access for all through a robust network of farmers markets, is hiring a Food Access Coordinator to manage all food access programming at the following farmers markets in Calvert County:

### **Calvert County Farmers Market (Prince Frederick)**

*CalvertHealth Medical Center, 130 Hospital Road, Prince Frederick, MD 20678*

Tuesdays from April 30 to Nov. 19, 2:30 p.m. - 6:30 p.m.

### **Calvert County Farmers Market (Dunkirk)**

*Dunkirk District Park, 10750 Southern Maryland Boulevard, Dunkirk, MD 20754*

Thursdays from May 2 to Oct. 24, 3:00 p.m. - 7:00 p.m.

### **Calvert County Farmers Market (Lusby)**

*Sneade's Ace Home Center, 11861 HG Trueman Road, Lusby, MD 20657*

Saturdays from May 4 through September 7, 8:00 a.m. - 12:00 p.m.

Completion of duties will require approximately 19.5 hours/week. The purpose of food access programming at farmers markets is to improve access to fresh, local foods for food insecure individuals and households.

The Food Access Coordinator is responsible for:

- a) Coordinating SNAP (EBT), Maryland Market Money (matching program), credit/debit, and other non-cash (such as coupons or certificates) transactions at the farmers markets each week;
- b) Distributing payments and token bags to vendors each week at the start of market;
- c) Collecting tokens from vendors each week at the close of market;
- d) Attending all markets throughout the 2019 season, arriving prior to market start and remaining through market close;
- e) Reporting and analyzing weekly data on SNAP (EBT), Maryland Market Money, credit/debit, and other non-cash spending at the markets;
- f) Program supply maintenance and refresh plus data reporting in MDFMA's Millersville, MD office once per week;
- g) Ongoing communication with market vendors and market managers about the program; and
- h) Participating in trainings and workshops as scheduled

**Mailing: P.O. Box 6355, Annapolis MD 21401**

**Office: 741 Generals Hwy, Suite 103, Millersville MD 21108**



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Qualifications include:

- A self-starter with ability to manage multiple projects simultaneously and with attention to detail;
- Demonstrated commitment to food justice and local food systems;
- Strong verbal, written, and customer service skills;
- Skilled at using data spreadsheets or aptitude for developing this skill;
- Reliable transportation;
- Willingness to work outdoors in varied seasons;
- Experience working with diverse populations; and
- Willingness to learn the technicalities of federal nutrition benefits programs.

This independent contract position will run from date of hire through September 7, 2019 and is a rate of \$16/hour.

To apply, please submit a resume, cover letter, and three references to [info@marylandfma.org](mailto:info@marylandfma.org). Position open until filled.

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