



**Job Title:** Assistant Food Access Coordinator  
**Posting Date:** December 27, 2016  
**Job Term:** January 16 through December 31, 2017

### **POSITION SUMMARY**

Eastern Market Corporation (EMC), the 501(c)(3) non-profit management and development organization of the Eastern Market, operates several food access programs with the goal of engaging people in conversation about healthy food choices, increasing the affordability of fresh produce through food assistance programs, and improving the supply of fresh produce in the City of Detroit and beyond.

EMC seeks a candidate who will work directly with the Food Access Coordinator on planning, management, and execution of Eastern Market Farm Stand program, seasonal Fellowship, and Food Assistance Programs. The Assistant Food Access Coordinator will also assist with various food education initiatives, and will also perform other duties as assigned. Below are general descriptions of the abovementioned programs:

- **Eastern Market Farm Stand:** EMC's pop-up mobile market that sells fresh food at small farmers markets, businesses, and healthcare sites throughout metro Detroit. A team of around 18 Food & Health Fellows will serve as healthy food ambassadors to over 20 weekly partner locations from mid-June through mid-October.
- **Eastern Market Fellowship:** Each year, EMC hires a team of Food & Health Fellows. Though the majority of the Fellow hours are dedicated to staffing Farm Stands, the Fellows also provides operational support to other Eastern Market food access and food education programs. In 2016, we hired 18 Fellows who staffed over 35 shifts for 5 programs, 7 days a week from June through September.
- **Eastern Market Food Assistance Programs:** This program allows those who qualify for SNAP food assistance to use their Bridge Card, Double Up Food Bucks, and Project Fresh at Eastern Market's Sunday, Tuesday, and Saturday markets. In 2016, EMC hired a consultant to evaluate this program that also includes a set of reconditions. We look forward to reviewing the recommendations and creating innovative solutions in 2017.

The Assistant Food Access Coordinator position provides a unique opportunity to work with one of the oldest public markets in the United States and southeast Michigan's undisputed historic urban food hub. This individual will gain in-depth knowledge and training in community development, regional food systems, entrepreneurship, nutrition, marketing, sales, grant management, food safety, food procurement, and budget creation and execution.

### **RESPONSIBILITIES**

The Assistant Food Access Coordinator position requires a 25-35 hour per week commitment from January 16 through December 31, 2017.



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The list below highlights some the Assistant Food Access Coordinator's responsibilities as it pertains to each program. This individual may perform other duties necessary for the successful operation of the organization.

**Farm Stand:**

- Oversee day-to-day management of produce inventory, supplies, utilization of new refrigerated van, etc.
- Assist Food Access Coordinator in relationship management with site contacts and other partners.
- Conduct site visits to Farm Stand locations and provide on-the-job training.
- Collaborate on produce procurement.
- Oversee collection of customer surveys and interviews.
- Complete Farm Stand-related grant reporting requirements.

**Eastern Market Fellowship:**

- Participate in recruiting and hiring a team of Food & Health Fellows.
- Organizing training "Boot Camp" before the season starts and ongoing training opportunities throughout the summer.
- Provide day-to-day operation guidance to team.
- Assist Food Access Coordinator with ongoing management of team.

**Food Assistance Programs:**

- Assist with streamlining operations for the distribution and redemption of food assistance currencies.
- Maintain financial records and assist with reporting.
- Provide guidance to Food & Health Fellows who operate the food assistance programs at Eastern Market's Sunday, Tuesday, and Saturday markets.
- Review recommendations provided by a 2016 evaluation of EMC's food assistance programs and determine an implementation plan to improve the program.

**QUALIFICATIONS**

Below is a list of desired qualifications:

- Experience working in the food system.
- Interest in social justice, entrepreneurship, and urban revitalization.
- Demonstrates leadership and ability to manage a small team.
- Enthusiastic and knows how to have fun while working hard.
- High level of organizational skills.
- Demonstrates strong written and verbal communication.
- Possess interpersonal and customer-service skills.
- Ability to work well independently and as part of a team.
- Physically able to setup equipment, stand/walk during shifts, and carry 50+ lbs.



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- Availability during evenings, overnight, and on Saturdays.

#### **COMPENSATION**

- Hourly pay rate, based on experience.
- Health Insurance and Retirement are not available.
- This is a grant-funded position which ends on December 31, 2017.

#### **HOW TO APPLY**

To apply for the Assistant Food Access Coordinator position, please send a letter of interest and your résumé to Myles Hamby at [mhamby@easternmarket.com](mailto:mhamby@easternmarket.com) **by 8:00am EST on Wednesday, January 4, 2016** as follows:

- Submit as single PDF or word document.
- Do not exceed one page in length for the letter of interest.
- Do not exceed two pages in length for your resume.
- Please put “Assistant Food Access Coordinator” in the subject line of the email.

Please follow **all** the above submission guidelines. We look forward to receiving your application.