



Job Description

Detroit Community Markets Coordinator

Organizational Background

Detroit Community Markets are neighborhood locations where you can buy fresh, affordable, and locally produced food. This network is made up of farmers' markets, farm stands, mobile trucks, and food box programs throughout the City of Detroit. These markets seek to improve neighborhoods, support local growers, and create public spaces where residents can come together.

They strive to increase access to healthy foods, improve neighborhoods, support local growers and entrepreneurs, and create public spaces where residents can come together.

Individual Detroit Community Markets locations are run by independent organizations but come together under the umbrella of Eastern Market Corporation as a collective group -- the Detroit Community Markets.

For more information about DCM please visit www.detroitmarkets.org.

Job Summary

The Detroit Community Markets (DCM) Coordinator position is responsible for facilitating the creation of a sustainable organization; coordinating the implementation of the United States Department of Agriculture Farmers Market Promotion Program (USDA FMPP) grant received by the Eastern Market Corporation (EMC) in September 2016; and seeking funding for the continued growth of neighborhood markets.

This position reports to the EMC Grants & Community Development Director and Food Access Coordinator, and on a monthly basis provides updates to and receives guidance from the DCM Advisory Committee. The DCM Advisory Committee consists of representatives from the DCM network food access program participants.

This position works with other EMC and DCM team members to assure timely meeting of grant deadlines, budget and cash flow, and reporting requirements corresponding to those contained within the USDA FMPP grant agreement.

This position maintains staff hours on a rotational basis between central, east, and west sides of the City of Detroit at DCM members' locations.

Duties

- Conducts one-on-one meetings with DCM network members to understand their unique needs.
- Coordinates development of annual joint programming of DCM with member markets, including coordination of joint programming opportunities (cooking demos, fitness activities, bookmobile, etc.), making markets aware of funding sources, and assist in reviewing funding requests, as described in the USDA FMPP grant application.
- Directs DCM joint marketing efforts such as web site updates, development of collateral materials including maps and brochures, public relations (writing of press releases and tracking of press coverage), and other joint marketing and communications programs, as described in the USDA FMPP grant application.
- During the high season May – October attends locations of DCM on a weekly basis. During the low season November – April identifies funding opportunities and leads development of grant applications with the assistance of the Grants & Community Development Director.
- Leads an assessment of DCM sites and provides recommendations.
- Research models for sustainability of neighborhood markets, including organizational structure, programming, promotion, and funding.
- Develop and implement fund development plan to secure position and sustain organization beyond the USDA-FMPP grant period.

Qualifications and Experience

- Bachelor's Degree preferred
- Motivated individual with track record of leading start-up efforts and/or small business assistance would be ideal
- Previous work in food systems, food access, program management, or grant administration, preferably in the City of Detroit
- Attention to detail is imperative
- Quantitative skills necessary for coordination of grant reimbursement requests
- Writing skills necessary for preparation of quarterly narrative reports

Compensation

- \$30,000 per year on a consulting basis, paid in equal monthly installments.
- Expected hours vary seasonally, during the high season May – October approximately 30 hours/week and during the low season November – April approximately 20 hours/week.
- The duration of employment is contingent upon duration of the USDA FMPP grant, ending September 29, 2018.
- Start date is January 16, 2017.

How to Apply

To apply for the Detroit Community Markets Coordinator position, please send a letter of interest and your résumé to Myles Hamby at mhamby@easternmarket.com **by 8:00am**

EST on Tuesday, January 3, 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 “Detroit Community Markets Coordinator” in the subject line of the email.

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