



### **CFM Seeks Market Coordinator:**

Community Farmers Markets is seeking a part-time, 1099 contract **Farmers Market Coordinator** to develop and strengthen farmers markets for long term sustainability and meaningful community impact. The Coordinator will be responsible for two of CFM's markets.

**Role Overview:** Market Coordinators undertake a contract position that is approximately 30 hours per week, with slight variability across the positions due to markets duration and size.

The Market Coordinator's responsibilities include five primary buckets: market coordination, marketing & communications, administrative, outreach, and additional responsibilities. Coordinators will work closely with CFM Headquarters staff to accomplish their responsibilities. In addition, Market Coordinators will manage Market Ambassadors, Market Community Groups and volunteers, engage closely with vendors at and outside of market, and liaise with community partners.

### **One Market Coordinator Contract Position is Available:**

- Grant Park/East Atlanta Village Farmers' Market Coordinator:
  - Grant Park, operates Sundays from 9:30 a.m. to 1:30 p.m., from April to December.
  - East Atlanta Village, operates Thursdays from 4 to 8 p.m., from April to December.

### **Primary Responsibilities:**

- Farmers Market Coordination
  - Coordinate and supervise market staff, interns, volunteers, and vendors at all markets from set-up to take down, during the market season.
  - Maintain and transport materials to/from market site to/from CFM HDQ using the CFM van.
  - Develop at-market programs for the kids, community, activity, and cooking booths.
  - Plan, coordinate, and execute events at market.
  - Enforce rules and regulations at market. Maintain quality control. Relate with customers and vendors and resolve minor conflicts.
- Marketing and Communications
  - Write and share regular Facebook posts, weekly newsletters, and other promotions.
  - Promote the market in the community through grassroots efforts
- Administrative
  - Track vendor attendance, draft market layout design, and ensure market flow.
  - Track and evaluate market activities through weekly internal and external reports.
  - Attend weekly meetings with CFM headquarters staff (Fridays), and other meetings as needed.
  - Raise funds in support of the market(s).
- Outreach
  - Maintain a strong community presence. Build relationships with local businesses and organizations.

- o Manage the Market Community Groups for your neighborhoods.
- o Implement educational outreach programs with the goal of increasing SNAP participation.
- o Recruit and maintain active volunteers.
- Other tasks as needed.

**Qualifications:**

- Ability to drive a cargo van, including a current driver's license, and clean driving record.
- Pass a background check.
- Bachelor's degree.
- 2+ years professional experience.
- Experience in project management.
- Experience in one of the following fields preferred: farming, running a small business, community-organizing, the local food movement.
- Strong interest in farmers markets, the local food movement and the mission of CFM.
- Commitment to providing access to "fair food" to all people regardless of socio-economic situation.
- Ability to work under pressure and in unconventional scenarios.
- Ability to multi-task and quickly adapt on the job.
- Ability to lift 40 pounds and work in extreme weather.
- Competency with Microsoft Office, Gmail, Google Calendar, Googledocs, Basecamp, Facebook, Instagram and other social media outlets strongly preferred.

**Competencies:** The exceptional candidate will excel in the following competencies:

- Community Building: Develops strong, trusting, respectful relationships with others. Demonstrates honesty and integrity.
- Communication: Listens carefully and speaks and writes in a compelling way. Effectively communicates with wide range of audiences.
- Impact and Influence: Motivates and influences others to achieve outcomes.
- Critical Thinking and Problem Solving: Gathers information from different sources; sifts through complexity; and proposes relevant solutions. Resolves conflicts in peaceful manner.
- Achievement Orientation: Demonstrates results and the ability to sustain and persevere through significant challenges to reach goals.
- Planning and Execution: Manages time and resources effectively, prioritizing efforts according to organizational goals.

**Compensation and Benefits:** This is a part-time, 1099 contract position. Each contract position is approximately 30 hours per week. Compensation commensurate with experience. Payments are made in monthly stipends. No benefits are included.

**How to Apply:** Please send your resume, cover letter, and two references to [Ashley@cfmatl.org](mailto:Ashley@cfmatl.org) **no later than 8/7/2016**. Please include the position in the subject line. Candidates will be expected to begin work immediately - please do not apply if you have a conflict that would prevent you from starting the position mid August.