

Job Description: Food Security Program Coordinator/Market Manager

LivingADK is seeking a part-time Old Forge Farmers Market Manager/Food Security Program Coordinator to provide on-site support and coordination with farmers, artisans, miscellaneous vendors, nonprofits and visitors to provide an enjoyable 17-week farmers market experience. Additionally, this position will also be tasked with overseeing LivingADK's food security initiatives across our region. Primary responsibilities include, but are not limited to the following items below. The ideal candidate will be passionate about community wellbeing, equitable access to healthy food, and strengthening local food systems.

Key Responsibilities:

- Coordinate all aspects of the weekly farmers market, including but not limited to pre and post season tasks, vendor management, recruitment communication, scheduling, cleanliness, safety, set up and breakdown (manager canopy, table, chairs and all other common area equipment) at market site. Ensure public restrooms at market site in service with a visual inspection prior to 1:00 pm of market day and notify Town offices of any attention needed. Stay on site to ensure all vendors leave by 6 pm and ensure site is left clean weekly. Responsibilities include pre-season and post-season administrative tasks/site preparation along with delivery of market reconciliation reports and petty cash the first business day following each market day.
- Record booth rental payments and issue receipts, work with nutritional assistance voucher/token program, handle cash transactions and answer or refer questions at weekly market.
- Ensure compliance with market rules and regulations.
- Maintain communication with local food pantries and assistance programs to help community residents in need.
- Promote the farmers market through marketing and outreach efforts to increase attendance and advertise for vacant vendor sites as needed.
- Act as a liaison/steering committee member for LivingADK with Adirondack Food Systems Network.
- Support food security programs such as community gardens in Webb and Inlet, Community Supported Agriculture (CSA) programs, food pantries, and meal programs and coordinate with local organizations and volunteers to support program activities as needed.
- Support and participate in outreach to identify individuals and families experiencing food insecurity and connect them with resources and assistance. (Identify opportunities to expand food security programs to surrounding communities)

- Collaborate as needed with county resources on developing educational materials and workshops to raise awareness about food insecurity and healthy eating habits.
- Collaborate with local stakeholders, including government agencies, nonprofits, and community groups, to assess needs and develop tailored initiatives.
- Implement strategies to increase access to fresh, nutritious food in underserved areas, such as the possibility of a mobile market or community food hub and evaluate the effectiveness of expansion efforts and adjust strategies as needed to maximize impact.
- Coordinate and oversee any food security programs on LivingADK's behalf which includes but not limited to the Senior Delivered Lunch program (place weekly sandwich/fruit order with deli on Mondays, line up delivery drivers, ensure inventory supplies are in stock, ensure orders are placed with vendors with assistance of LivingADK Office Manager, keep lunch delivery spreadsheets current for drivers, search for grant funding opportunities to apply for, etc.)

Qualifications:

- Previous experience in community organizing, program coordination, or related fields.
- Knowledge of sustainable agriculture, food systems, and food security issues (ideal but not required).
- Strong organizational and time management skills. Experienced with Microsoft Word, Excel, etc.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Self-motivated and able to work independently with minimal supervision and can include remote work as needed.
- Flexibility to work evenings, weekends, and pre and post season as needed for farmers market and community events.
- Passionate about community wellbeing, equitable access to healthy food and strengthening local food systems.

Additional Information:

- Must be available prior to market opening day to prep market equipment and site parking lot to lay out vendor sales area for the season and includes physical ability to move equipment around as needed.
- Must be available on Fridays from mid-June through the Friday of Columbus Day weekend in October generally 11:00 am to 6:00 pm for Farmers Market manager duties.
- Able to drop off weekly market activity reports and funds to LivingADK office each following Monday during business hours.
- **Pay range is \$18.00-\$20.00/hr based on experience**
- LivingADK is an equal opportunity employer