



**Job Description:** Food & Health Fellow

**Number of Available Positions:** 10-12

**Posting Date:** April 2015

**Start Date:** June 15, 2015

### **POSITION SUMMARY**

Eastern Market Corporation (EMC), the 501(c)(3) non-profit management and development organization of the Eastern Market, operates seasonal farm stands at various locations and food assistance programs at the market to improve fresh food access in the City of Detroit and beyond. Food & Health Fellows will provide operational support to these two programs:

- Eastern Market Farm Stands sell produce at small farmers markets, community, corporate, and healthcare sites. In the 2015 season, the Food & Health Fellows will serve as healthy ambassadors to over 19 weekly partner locations from mid-June through mid-October, while also learning about the challenges and opportunities of building a sustainable regional food system.
- Food & Health Fellows will provide operational support to the food assistance programs at Eastern Market on Tuesdays and Saturdays. A core component to increasing people's access to healthy food includes facilitating food assistance programs that allow eligible recipients to purchase food at the Eastern Market.

The Food & Health Fellows will be exposed to a diverse array of customers and colleagues during Farm Stand and food assistance program operations. This position offers an opportunity to gain in-depth knowledge and training in entrepreneurship, community development, regional food systems, nutrition, marketing, sales, food safety, food procurement, and basic open-book finance. Opportunities for professional development will be available throughout the season.

The Food & Health Fellow opportunity is a seasonal (June-October) part-time position requiring a 25-35 hour per week commitment. EMC expects to build a 10 to 12-person team who will learn from and engage with a variety of experts and organizations working with EMC to build a more inclusive food system. This is 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.

### **RESPONSIBILITIES**

Farm Stand:

- Participate in one week training program
- Set up farm stands (includes marketing and merchandizing of displays)
- Assist guests with prompt service in sale of produce and specialty foods
- Educate guests on nutritional and culinary uses of local produce
- Execute sales and maintain financial records
- Collaborate with team on produce procurement, inventory, and purchasing



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#### Food Assistance Programs:

- Operate the Bridge Card and Double Up Food Bucks token exchange for Market customers/vendors including dispensing tokens to customers and redeeming tokens for vendors on Saturdays and Tuesdays
- Process paperwork for the Senior/WIC Project FRESH program
- Deliver excellent service to both internal and external customers, exhibit a positive attitude and enthusiasm toward the job and company, particularly with customers, vendors, staff members and during peak times
- Keep the Bridge Card locations clean and inviting to shoppers and vendors
- Become familiar with general market operations and district business locations to be able to answer visitor questions

#### **QUALIFICATIONS**

- Interest in food, social justice, entrepreneurship, and urban revitalization
- Willingness to learn about food systems while having fun and working hard
- Dependable & responsible, outgoing & enthusiastic
- High level of organizational multitasking skills
- Strong communication and interpersonal skills, ability to work in small teams
- Physically able to setup equipment , stand/walk during shifts, and carry 50+ lbs
- Availability evenings and Saturdays
- Basic cash handling skills
- Valid driver's license
- Must be over 17 years of age

#### **COMPENSATION**

- Hourly rate of \$9.00 - \$11.00/hour
- Vacation, Health Insurance, and Retirement are not available

#### **HOW TO APPLY**

To apply for a Food & Health Fellow position, please send a letter of interest and your résumé to [mhamby@easternmarket.com](mailto:mhamby@easternmarket.com) by **11:59 pm EST on Friday, May 1, 2015** 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 "Food & Health Fellow 2015" in the subject line of the email.
- No calls, please.

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