



Position: Food & Health Fellow

Posting Date: March 2018

Start Date/Positions Available: 18-20 positions available late May 2018

POSITION SUMMARY

Eastern Market Corporation (EMC), the 501(c)(3) non-profit that manages and promotes Eastern Market on behalf of the City of Detroit, operates seasonal farm stands, tasting stations and cooking demonstrations to improve access to healthy, affordable, and culturally appropriate food. EMC also distributes information and provides food assistance programs at the Eastern Market and at Farm Stand sites to make it easier for vulnerable households to eat healthier meals.

Food & Health Fellows will provide operational support to these three programs:

- **Eastern Market Farm Stands** sell produce at small farmers markets, community, corporate, and healthcare sites. In the 2018 season, the Food & Health Fellows will serve as healthy ambassadors to over 25 weekly partner locations from early-June through mid-October, while also learning about the challenges and opportunities of building a sustainable regional food system. Fellows will be responsible for purchasing, storing, transporting, displaying, and selling produce at each Farm Stand site. This portion of the job is labor intensive with long, fun days outside on your feet lifting and carrying supplies and produce.
- **Eastern Market Tasting Stations** set up nutritional education tables inside grocery stores and other locations to engage customers in conversations about healthy eating. These tables will also feature food samples and corresponding recipe cards.
- Food & Health Fellows will provide operational support to the **food assistance programs** at Eastern Market on Tuesdays, Saturdays and Sundays. A key component to increasing people's access to healthy food includes making it easy for households to redeem food assistance programs that allow eligible recipients to purchase food at the Eastern Market. Programs include the Supplemental Nutrition Assistance Program (SNAP), Double Up Food Bucks, and others.

The Food & Health Fellows will be exposed to a diverse array of customers and colleagues while operating Farm Stand, Tasting Station, and food assistance programs. 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 (May-October) part-time position requiring a 25-35 hours per week commitment. EMC expects to build an 18 to 20 person team who will learn from and engage with a variety of experts and organizations working with EMC to build a more inclusive, resilient, and robust regional 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)
- Properly load and unload vehicles and store produce
- Assist customers with prompt service in sale of produce and specialty foods
- Properly record inventory and sales through our point-of-sale device
- Educate customers on preparation and handling of local produce
- Execute sales and maintain financial records
- Collaborate with team on produce procurement, inventory, and purchasing
- Participate in bi-weekly meetings and skill building trainings

Tasting Station:

- Set up tasting stations at scheduled site
- Educate customers on nutritional and culinary uses of local produce
- Track the number of participants at all events
- Assist with one-on-one and group technical assistance for program participants
- Present nutritional demonstrations
- Properly handle kitchen equipment

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 Tuesdays, Saturdays and Sundays
- 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 set up equipment, stand/walk during shifts, and carry 50+ lbs
- Availability evenings and Saturdays
- Basic math literacy and cash handling skills
- Detail - oriented
- Valid driver's license
- Must be 18 years of age or older

COMPENSATION

- Hourly rate of \$10.00/hour
- This is a part-time, summer fellowship, 25-35 hours per week
- 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 nhellar@easternmarket.org by 12:00 am EST on Tuesday, April 10, 2018 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 résumé.
- Please put "Food & Health Fellow 2018" in the subject line of the email.

Please follow all the above submission guidelines. We look forward to receiving your application. Eastern Market Corporation conducts background and motor vehicle record checks on all job applicants following a conditional offer of employment.