



**Position:** Food Access Coordinator

**Posting Date:** February 1, 2023

**Start Date:** March 1, 2023

### **POSITION SUMMARY**

At Eastern Market Partnership, diversity is an integral part of our history, culture, and identity. We strive to create an inclusive environment where all forms of diversity are respected and valued. We strongly encourage applicants of all backgrounds to apply.

Eastern Market Partnership (EMP) is the 501(c)(3) non-profit that manages and promotes Eastern Market on behalf of the City of Detroit. EMP's Food Access Program seeks a candidate who will work with the Food Access Manager on planning, management and execution of Eastern Market's Farm Stands, seasonal Fellowship, and Food Assistance Programs. Below are general descriptions of the abovementioned programs:

- **Eastern Market Fellowship:** Each year, EMP hires a team of Food & Health Fellows. Though most of the Fellow hours are dedicated to staffing Farm Stands, the Fellows also provides operational support to other Eastern Market food access and food education programs.
- **Eastern Market Farm Stand:** EMP's pop-up mobile market that sells fresh food at small farmers markets, businesses, and healthcare sites throughout metro Detroit. A team of around 30 Food & Health Fellows will serve as healthy food ambassadors to over 20 weekly partner locations from mid-June through mid-October.
- **Eastern Market Food Assistance Programs:** This program allows those who qualify for SNAP food assistance to use their Bridge Card, Double Up Food Bucks, and Project Fresh at Eastern Market's Sunday, Tuesday, and Saturday markets.

### **RESPONSIBILITIES**

The Food Access Coordinator position requires a 25-35 hour per week commitment, March through October. The list below highlights some the Food Access Coordinator's responsibilities as it pertains to each program. This individual may perform other duties necessary for the successful operation of the organization.

#### **Eastern Market Fellowship:**

- Participate in recruiting and hiring a team of Food & Health Fellows.
- Organizing ongoing training opportunities throughout the summer
- Provide day-to-day operation guidance to team
- Assist Food Access Manager with ongoing management of team
- Submit accurate Fellow bi-weekly timesheets
- Schedule and manage team meetings

#### **Farm Stand:**

- Conduct site visits to Farm Stand locations and provide on-the-job training
- Oversee collection of customer surveys and interviews
- Assist with organization and ordering of Farm Stand supplies and materials
- Creation of farm stand price tags, signage and other tracking sheets
- Staff information booths and health fairs as needed



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**Food Assistance Programs:**

- Work with the EBT Market Team to streamline operations for the distribution and redemption of food assistance currencies.
- Maintain financial records and assist with reporting as needed
- Prepare and distribute currency signage to vendors at the market

**QUALIFICATIONS**

Below is a list of desired qualifications:

- Demonstrates leadership and ability to manage a team.
- Ability to work with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Experience working in the food industry
- High level of organizational skills.
- Demonstrates strong written and verbal communication.
- Possess interpersonal and customer-service skills.
- Enthusiastic and knows how to have fun while working hard.
- Ability to work well independently and as part of a team.
- Moves equipment weighing up to 50+ lbs, set up necessary equipment, and remain in a stationary position during shift.
- Availability during evenings and Saturdays.

**COMPENSATION**

- Hourly pay rate \$18.00, based on experience.
- Health Insurance and Retirement are not available.

**HOW TO APPLY**

To apply for the Food Access Coordinator position, please send a letter of interest and your résumé to Nicole Morba at [nmorba@easternmarket.org](mailto:nmorba@easternmarket.org) by **February 17, 2023** as follows:

- Submit as single PDF or word document.
- Please put “Food Access Coordinator” in the subject line of the email.

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