



Northeast Organic Farming Association
of Vermont
*Growing local farms, healthy food, and strong communities
in Vermont since 1971.*



Community Food Access Coordinator

(36 hours/week, salaried, exempt)

The Community Food Access Coordinator is a member of the Market Development team and is predominantly responsible for coordinating programs addressing community food access and providing technical assistance to direct markets to support greater food access. In addition, they will assist the Market Development Manager with marketing and educational programs for direct markets.

Job Summary:

Overall responsibilities include coordinating NOFA-VT's four primary community food access programs (Crop Cash/EBT at farmers markets, Farm Stand Match, Farm Share and Senior Farm Share). In addition, they will assist the Market Development Manager with technical assistance, marketing and professional development for direct markets.

Specific responsibilities of the Community Food Access Coordinator include, but are not limited to:

- Coordinate NOFA-VT's four primary community food access programs (Crop Cash/EBT at farmers markets, Farm Stand Match, Farm Share and Senior Farm Share) including program outreach; processing applications; managing reimbursements; coordinating with farmers, farmers market organizers and program partners (including coordinating the VT Food Access at Direct Markets Working Group); and maintaining tracking systems to ensure timely and accurate program reporting.
- Coordinate technical assistance and professional development opportunities to farmers markets, CSAs and farm stands to support greater food access.
- Coordinate (with the Vermont Agency of Agriculture, Food and Markets) the annual farmers market and direct market producer surveys, provide analysis and reports as necessary.
- Maintain the direct market listings on the NOFA-VT website and share with partnering organizations.
- Assist the Market Development Manager with organizing technical assistance and professional development opportunities to direct markets including the annual Farmers Market Conference and the Business & Marketing Track at the Winter Conference.
- Support the Vermont Farmers Market Association by maintaining membership records, taking minutes at meetings, and completing tasks that support the group's goals.
- Support the marketing and metrics assessment for direct markets.
- Assist the Market Development Manager with program administration tasks including tracking delivery of services, maintaining materials on for NOFA-VT's website, and grant reporting.

- Assist the Market Development Manager with the development of collaborative working relationships with program partners, agricultural service providers, State Agencies, and college/university educators/researchers.
- Communicate with other organizations, farmers, and consumers about NOFA-VT's community food access and direct market programs, and represented NOFA-VT at meetings as necessary.

QUALIFICATIONS

- Bachelor's degree or equivalent work experience, preferably in Food Systems, Agriculture or a related field.
- Detailed understanding of diverse organic and local food systems, the educational and technical needs of farmers and market organizers, federal and state food benefit programs, and the needs of limited-income Vermont consumers. Strong preference for candidates who have expertise in direct markets and community food access.
- Organizing, planning, public relations, administrative support. Experience working with limited-income populations and working on/managing federal grants a plus.
- Excellent organizational skills; excellent written and oral communication skills; strong interpersonal, planning, and training skills; strong computer skills required.
- Enthusiastic with strong public presence. Ability to work well with a wide range of people, work well under pressure, handle and prioritize multiple tasks, and adapt to changing situations on a daily basis.
- Strong interest in and commitment to promoting the goals of NOFA-VT and meeting the needs of current and prospective members, with focused support of the state's direct markets and limited-income population.
- Valid driver's license with frequent statewide and occasional out-of-state travel required. Ability to work occasional weekends and evenings.
- Ability to work with diverse groups of people.
- Sound judgment, professionalism and a positive attitude.
- Resourcefulness, creativity and strong problem-solving skills.

Compensation commensurate with experience.

To apply: Please submit a cover letter, resume and three references to jobs@nofavt.org with "Community Food Access Application" in subject line. Applications will be accepted on a rolling basis.