

Position: Farmers Market & Outreach Coordinator
Reports to: Nutrition Services Director
Classification: Non-exempt, Part-Time (25 hours per week, with potential for more, depending on duties.)

General Position Summary: This position requires applicant to be bilingual/biliterate (Spanish). The Farmers Market & Outreach Coordinator will oversee the distribution of seasonal Farmers Market vouchers to seniors in Benton & Franklin Counties. This position will help with promotion and record-keeping for the program. This position will also help promote our overall nutrition program to local seniors, with a focus on outreach to underserved populations. Paperwork, record-keeping, follow-up, and phone calls are critical tasks for this position. Excellent customer service skills and professional behavior are required. **(If mutually agreeable, the position may be combined with other open positions to increase the number of work hours.)**

Essential Functions:

- Assemble applications and materials for seniors participating in the Farmers Market Voucher program.
- Supervise volunteers in assembling mail materials for voucher program.
- Maintain accurate records of Farmers Market participants and verify eligibility.
- Attend local farmers markets (seasonal) to promote participation in the voucher program and other Meals on Wheels programs.
- Compile financial and participant reports.
- Provide outreach materials and services at locations throughout Benton and Franklin Counties to promote participation by underserved populations.
- Working with Director, assist in development & implementation of outreach plan.
- Assist with development of promotional materials for Meals on Wheels programs.
- Assist with special projects and cross-train for other positions.
- Attend and participate in scheduled employee meetings.
- Other duties as assigned or needed.

Qualifications and Abilities:

- Ability to adapt quickly to change and challenge in a fast-paced work environment.
- Computer competency to include basic skills using Microsoft Suite.
- Competence with social media.
- Ability to obtain Washington State Food Handler's Certification.
- Excellent customer service skills.
- Ability to establish effective working relationships with a diverse population.
- Ability to work with many different cultures, respecting their heritage and traditions.
- Strong leadership skills.
- Strong organizational, communication, and decision-making skills.
- Ability to perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines.
- Resourcefulness through original thinking and creativity.

- Abilities to :
 - a. Read and comprehend materials.
 - b. Analyze and compile information.
 - c. Adhere to standards of confidentiality.
 - d. Observe scheduled work hours & demonstrate punctuality.
 - e. Work collaboratively with management and co-workers.
 - f. Observe established lines of authority.

Working Conditions

- This position requires physical effort as a part of the essential functions. Physical effort may involve: prolonged sitting, driving, frequent standing and walking for long periods of time, occasional bending and twisting at the waist, reaching above shoulder, kneeling, squatting, climbing of stairs, and occasional pushing/pulling, lifting and carrying up to 25 pounds routinely and occasionally up to 40 lbs.
- Primary working location will be in Richland, with supported sites located throughout Benton and Franklin Counties

Required Education and/or Experience

- Bilingual/Biliterate (Spanish)
- Valid Washington State Food Handler’s Card or the ability to obtain within 14 days of employment.

Preferred Education and/or Experience

- Two- or Four-year degree from accredited institution of higher learning.
- Experience program administration.

Contingency of Employment

- Acceptable criminal history background check
- Acceptable driving record
- Compliance with Chapter 246-215 WAC, Subpart B, “Employee Health”

Employee Acknowledgement

I have read and understand this job description and I acknowledge that it does not identify all tasks that may be expected, nor address the standards of performance that must be maintained for continuing employment.

Employee’s Signature _____

Date _____

Supervisor’s Signature _____

Date _____