



NORTH COAST FOOD WEB

Position: Market and Food Access Manager

Full-time | 1 FTE (35-40 hrs/week), with reasonable flex/comp time

State Date: May 1, 2022

Location: Astoria, Oregon (This job is 75% onsite)

Salary: \$37,000-\$43,500 annually, DOE and expected hours

Benefits: 2 weeks paid time off, plus 10 paid holidays

Reports to: Executive Director

To apply: Please send your resume, cover letter and references to

jessika@northcoastfoodweb.org. Applications will be evaluated on a rolling basis beginning March 21, 2022. Early applications are encouraged.

About North Coast Food Web

Founded in 2011, [North Coast Food Web's](#) (NCFW) mission is to **cultivate healthy communities and a vibrant economy through food producer support services and improved access to local food**. Our vision is a community that is home to a diverse and thriving group of farmers, fishers, foragers, and food makers that can start and sustain their food businesses on the North Coast.

In pursuit of our mission and vision and with recognition of historical and present-day racism and inequity in our food system, NCFW is committed to justice, equity, diversity and inclusion. We are an Equal Opportunity Employer. Our employees and Board members are people with different strengths, experiences and backgrounds who are all passionate about creating positive change in our local community food system. We're seeking candidates from all backgrounds and walks of life who are excited about helping build the future of our North Coast food system. This is a newly expanded position in the organization and is best suited for a flexible self-starter who is excited to co-create this role with us.

Position Overview:

Market and Food Access Coordinator will manage marketplace opportunities for producers and partners in our "web", including managing and evolving our current online weekly marketplace, Small Farms Market - and support food access programming. Coordinator will help establish our current market in NCFW's new facility at the [Astoria Food Hub](#). Coordinator will work to increase vendor participation, customers shopping at the market, and utilization of food access components like Double Up Food Bucks and delivery. Other key duties include participating on the "programs team", expanding our market and food access initiatives, relevant volunteer coordination, communications, marketing and reporting.

Key Responsibilities:

- **Manage Small Farms Market program:** (40%)

- Vendor management including onboarding, executing vendor agreements and vendor trainings (currently we have 40+ vendors)
- Customer relationship management (currently we have 500+ customers)
- Volunteer management including recruitment, training and weekly scheduling
- Vendor product inventory management
- Maintaining an up-to-date market platform (we use Local Food Marketplace)
- **Manage and increase usage of food access payments systems:** (20%)
 - Complete annual reporting and compliance of Supplemental Nutrition Assistance Program, Federal Direct Nutrition Program and Double Up Food Bucks programs
 - Ongoing research of best practices with marketing and implementation of food access programming
 - Identify and implement new food access strategies for market & other programs
- **Relaunch and coordinate home delivery program:** (20%)
 - Implement feedback from pilot program and re-launch delivery service (est June)
 - Work with project partners
 - Coordinate weekly with delivery contractor
 - Expand access by expanding delivery areas and service in our community
- **Additional Responsibilities:** (20%)
 - Collaborate with other program staff where work overlaps: work with our Producer & Partnership Manager on new vendors, our Kitchen Coordinator on use of the shared spaces.
 - Work with Programs Team members and other staff to track program impact, evaluate success, and propose program changes
 - Assists in marketing and outreach for market and access programs and events
 - Meet weekly with ED to discuss programming, set and evaluate goals
 - Assist in developing, implementing and evaluating new market programming
 - Routinely prepare, synthesize and present reports of all programmatic data, including budgets, to inform executive decision making

Experience and Skills:

- Experience working in community food systems, especially in Pacific Northwest
- Strong written and verbal communication skills
- Ability to organize, track and effectively communicate detailed information
- Ability to work across differences with professionalism, compassion and respect
- Experience in customer service or customer relationship management
- Proficient with using online tools such as Gmail, Google Docs/Sheets, CRMs, online databases or inventory management systems, Canva, etc.
- Skills and experience to advance diversity, equity, inclusion and food justice
- Ability to move up to 30lbs

Preferred but not required:

- Experience building and maintaining a volunteer program
- Experience starting and/or operating a farmers market
- Experience working with marginalized and underserved communities