

St. Luke's Grow Jamestown Program Coordinator Job Description

Position Title: Summer Market Coordinator

Position Hours & Dates:

- Seasonal, Part-time to full time (24 to 36 hours per week). Based on desire and availability.
- Wednesday to Saturday
- Starts May 27th and ends October 31st *
- *Ending date can be flexible. Those interested who are teachers or college students or will have a schedule change in August or September are still encouraged to apply.

Pay and Benefits:

- \$20-\$23/hr
- Based on qualifications
- Free "Fun Sized CSA Share"

Position Description

St. Luke's Grow Jamestown Program Coordinator organizes and helps to oversee the many Grow Jamestown programs with the intended goal of furthering the St. Luke's mission of growing community. This person coordinates activities related to the Jamestown Public Market, Jamestown Mobile Market, Community Gardens, and the 'Eat Fresh Do Good' Community Supported Agriculture (CSA) program. This is a seasonal position with the primary responsibility being the day-to-day operation of the Public Market and Mobile market. Coordination of these programs may include (but is not limited to):

- Volunteer management and communication,
- Execution of day-to-day tasks for programs that take place throughout Jamestown and Chautauqua County
- Delivery and pick-up of produce using a 14 ft long moving truck vehicle or refrigerated van
- Coordinating with market vendors
- Supporting and or contributing to marketing campaigns that promote Grow Jamestown programs.
- Coordinate paid market employees such as SNAPbassadors or assistants.

This is a seasonal position PT to FT hourly position that reports directly to the Grown Jamestown Food Access Manager.

Key Responsibilities

Many of these responsibilities will be split between the Grow Jamestown Program Coordinator and Food Access Manager. Responsibilities will not include all the below bullet points but will include a mix. Responsibilities assigned to the Program Coordinator will be based on the skills, interests, and compatibility of the individual in the position.

Administration

- Schedules, coordinates, and trains volunteers to help facilitate programs
- Reports sales of programs to Food Access Manager

Public Market

- Maintains SNAP/Double Up Food Bucks Program eligibility through reporting to Food Access Manager
- Takes and tracks token exchange and payments from customers and payments, and payment for stalls from vendors
- Coordinates Market Vendors and will troubleshoot issues that may arise.
- Coordinates and supervises Public Market volunteers

Mobile Market

- Coordinates and supervises Mobile Market volunteers
- Assists with distribution of food via county-wide distribution projects/programs such as Local Roots
- Takes payment from customers
- Processes SNAP and other programs for Market.
- Distributes data collect measures.
- Distributes posters and all print media in relation to the Mobile Market

Additional Responsibilities

- Other tasks may be assigned that are related to St. Luke's Grow Jamestown programs/events (ex. Fundraisers; community events etc.) per Food Access Manager that fit within candidate's skill set

Required Qualifications

- Excellent organizational skills
- Comfortable working in a community-based setting and has a sensitivity to cultural diversity
- Ability to initiate project work and sustain activities through completion
- Ability to work independently and provide regular updates to supervisor
- Willingness to learn different software programs used for processing payments and benefit programs
- Passion for promoting local food systems, sustainable agriculture, and small businesses
- Possess a friendly, engaging, and personable demeanor
- Strong written and verbal communication skills; ability to network and build relationships
- Computer skills: Microsoft Office Suite (Excel, Word); social media (Facebook, Instagram)
- Ability to lift and carry up to 30 lbs.
- Valid driver's license and reliable vehicle
- Flexible work schedule - Saturdays are required most of the time.
- High School Diploma required

Preferred Qualifications

- Previous experience supervising volunteers
- Bachelor's degree preferred
- Ability and confidence to drive 14 ft moving truck on a regular basis – training provided.
- Knowledge of SNAP, WIC, and other programs
- Experience with event management

Interested Candidates are asked to provide the following to: Nick Weith

- Resume including outline of past work and volunteer experience
- Cover letter
- 2 professional references

Applications can be sent:

Via email to: nick.weith@stlukesjamestown.org

*A note to potential candidates: Studies have shown that women, trans, non-binary, BIPOC, and other candidates from communities made vulnerable are less likely to apply for positions as they may believe they do not meet every individual qualification as outlined in the job description.

St. Luke's Episcopal Church of Jamestown is dedicated to building a diverse and inclusive organization and are most interested in finding the best candidate for the job. That individual may be one who comes from a background less traditional to our field of work, and that's welcome.

St. Luke's Episcopal Church is an equal opportunity employer and encourages candidates of diverse backgrounds to apply.