

## Full-Time Project Manager, Farmers Market Program (Philadelphia, PA)

Founded in 1992, The Food Trust works with neighborhoods, institutions, retailers, farmers, and policymakers across the country to ensure delicious, nutritious food for all. Backed by three decades of research and evaluation, our holistic, community-centered approach to nutrition security weaves together three core programming elements — access, affordability and education — as well as a focus on advocating for public policy solutions. More information about The Food Trust is available at [www.TheFoodTrust.org](http://www.TheFoodTrust.org).

The Farmers Market Program Manager is responsible for supporting field staff, operations, planning and special projects related to The Food Trust's farmers markets and community produce stands. This position will provide content expertise in the area of farmer relations, food and agriculture systems, and farmers market management best practices. As such, this position represents a blending of both programmatic/hands-on project skills alongside management of staff, budgets and processes.

### ESSENTIAL FUNCTIONS

- Provide direct supervision, training and mentorship to market field staff and interns.
- Provide strategic input on evaluation strategies to help ensure market fit with community and support community input processes.
- Coordinate farmer outreach, recruitment and retention processes for farmers market vendors for The Food Trust's markets/produce stands across the city, including processing of applications.
- Foster relationships with farmers/vendors, farmer associations and organizations to stay attuned to agricultural issues, policies and for networking and learning.
- Manage special projects as needed.
- Support data collection, data analysis, grant reporting and proposal writing.
- Support social media and other digital communications related to the Farmers Market Program.
- Develop work plans and communicate with project teams to ensure efficiency and high-quality results.
- Represent The Food Trust at local, regional and national gatherings, meetings, and conferences related to food systems, food access, farming and farmers markets, as necessary.
- Support communications with funders and sponsors through site visits, reporting, and other means as necessary.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work in a hybrid office model, including working remotely, in-office, and at farmers markets.
- Project management experience, including developing work plans and schedules, and tracking/reporting progress, and program evaluation knowledge.



- Experience working with farmers, small businesses, farmers markets, or agriculture.
- Proficiency in MS Word, Excel, Power Point, and the Google Workspace.
- Supervisory experience and experience supporting staff development.
- Strong written and oral communication and presentation skills, both individually and in groups.
- Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Ability to travel in and around communities hosting farmers markets.
- Flexibility to work varying hours, including occasional evening hours and weekends.
- Experience with grants/proposal writing and reporting is a plus.

## **EXPERIENCE, EDUCATION AND LICENSURE**

**Minimum Experience:** 4+ years of related work, volunteer, or academic experience.

**Minimum Education:** BA/BS degree from an accredited college or university.

**Language:** Fluency in English (written/oral) required. Bilingual in Spanish a plus.

**Employment Category:** Full-Time; Benefits Eligible.

**Job Open Date:** Immediately

**To apply:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org) . Please reference "Farmers Market Manager" in the subject line.

*The Food Trust adheres to the policy of providing equal employment opportunities to all job applicants and employees regardless of race, color, religion, sex, age, national origin, veteran status, disability or sexual orientation.*