

## Full-Time Senior Associate, 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).

### POSITION SUMMARY

The Senior Associate, Farmers Market Program is responsible for planning, development, and implementation of The Food Trust's Farmers Market Program, which includes a network of over a dozen farmers markets and farm stands in Philadelphia. The Food Trust's farmers markets aim to provide delicious, nutritious food for all that is accessible and affordable. All locations accept Food Bucks, SNAP, and the Farmers Market Nutrition Program. The Senior Associate is responsible for general program oversight including new market locations, vendor recruitment, development, cultivating strategic partnerships for the program and organization, managing the Farmers Market Program staff, supporting the Associate Director with budget tracking, and working with the Development team to prepare grant proposals, reports, and fundraising initiatives.

### ESSENTIAL FUNCTIONS

- Oversee the development, implementation, and administration of the organization's Farmers Market program to include weekly farmers markets, school-based farm stands, partner markets, and partnerships with farmers, vendors and community groups.
- Participate in the budget development process; adjust resources according to funding opportunities; staff the program per budget limitations
- Work with the development team on fundraising efforts, grant proposals and reports.
- Stay informed on City, State and Federal policies that could potentially affect network of markets or farmers or low income customers. Work with Government agencies on licensing and permitting issues that affect farmers markets
- Lead vendor recruitment and retention efforts to keep our growing network of farmers markets vibrant and compelling places to shop
- Develop and monitor tracking systems to help support the work of the farmers market team
- Oversee data collection and analysis, including surveys and sales review
- Work collaboratively with other Food Trust programs to support programming, community outreach and agency goals
- Provide daily supervision of assigned Farmers Market program staff. Provide direction with workload assignments and tasks, review of documents, technical assistance, professional development, training, troubleshooting, and meet regularly to review status of assigned objectives
- Oversee and support Manager with the supervision of Farmers Market program staff, interns, and volunteers.



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## KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of The Food Trusts' mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Knowledge of the concepts and practices associated with opening, operating and growing farmers' markets in low income communities, event planning, public relations, marketing, and a passion for food.
- Ability to communicate and collaborate with a wide variety of stakeholders including farmers, and food producers, chefs, social service providers, elected officials, directors and executives of partner organizations, and community grassroots leaders such block captains.
- Ability to travel in and around the Philadelphia region to conduct community outreach and coordinate event planning.
- Knowledge of community-based business development practices.
- Demonstrates ability to direct all aspects of program objectives by carefully setting priorities, meeting deadlines, working effectively with others, and scheduling time efficiently.
- Ability to operate a computer and use a variety of common software programs including Microsoft Office, Excel, the Google workspace, and customized databases.
- Strong written and verbal communication skills and effectively communicate with individuals and groups.
- Ability to prioritize and organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- Ability to provide critical thinking, analysis, and evidence-based recommendations of data and trends.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will frequently stand and walk to/from or while coordinating Farmer's Market programs particularly on or leading up to the event; the employee will on a daily basis sit, use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
2. The employee must occasionally lift and/or move up to 50 pounds of program materials and other related documents and is expected to push, pull, and lift heavier equipment during event set-up.
3. Operate related office equipment and use necessary tools. Frequent use of keyboard while conducting data entry and email.

## EXPERIENCE, EDUCATION AND LICENSURE

**Minimum Experience:** 3-5 years' experience managing programs, coordinating multiple events; managing budgets; opening, operating and growing farmers markets; developing and implementing systems and procedures for operations to complement a growing program; previous experience working in a non-profit agency and with City agencies



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**Minimum Education:** BA/BS degree from an accredited college or university in a related field of study or some college is preferred

**EMPLOYMENT CATEGORY:** Full-time, Benefits Eligible

**JOB OPEN:** Immediately

**To apply:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference “FMP Senior Associate” 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.*

