

**Morgantown Farmers' Market Grower's Association**  
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**Farmers Market SNAP Coordinator Position**

**Deadline to Apply: March 15, 2017**

**Job Summary:**

The purpose of the Morgantown Farmers' Market Growers Association (MFMGA) is to provide area farmers with alternative opportunities through a retail marketplace and also encourage regional farming. Our commitment is to provide the consumers with fresh, locally grown or produced products in a convenient location. MFMGA operates a year-round farmers market in downtown Morgantown, as well as a seasonal farmers market in Westover.

The SNAP Coordinator will be responsible for implementation of the MFMGA Supplemental Nutrition Assistance Program (SNAP) community outreach efforts as well as routine SNAP management at markets. This position is part of a USDA Farmer Market SNAP Support Grant (FMSSG) Award received by MFMGA.

The SNAP Coordinator performs duties under the general direction of the Morgantown Farmers Market Growers' Association Board of Directors (BOD).

**Duties**

- Develop and carry out SNAP outreach plan, updating on a quarterly basis
- Conduct outreach to area organizations to enlist them in design and dissemination of SNAP outreach materials
- Work with BOD and advertising committee to develop outreach materials
- Manage the EBT machine and vendor token receipt process at the weekly downtown Morgantown Market on Saturdays and the Westover Market on Tuesdays.
- Maintain database of EBT transactions, SNAP sales, vendor token information for each market and provide to treasurer on a weekly basis
- Assist BOD in drafting SNAP grant quarterly reports and provide all information needed regarding SNAP grant activities and metrics
- Identify best practices for reaching SNAP populations and disseminate via statewide networks

**Qualifications**

- Responsible, and able to complete tasks by established deadlines
- Friendly, people-oriented self-motivated team player
- Knowledge of and passion for issues of food access and local food/farmers markets
- Detail-oriented with excellent mature problem solving skills
- Ability to work independently with minimal supervision, prioritize and organize tasks
- Excellent verbal and written communication skills
- Able to effectively use Microsoft Excel, Word, and email technologies
- Ownership of vehicle, smartphone, computer and/or other tools required to accomplish tasks.

**Compensation**

Compensation is a stipend of \$416.66/month. The position is part-time, with an estimated 10 hours/week, although hours will fluctuate depending on the week.

**Application and Contact Information**

**Please submit your resume and cover letter to the MFMGA Secretary at [secretarymfmg@gmail.com](mailto:secretarymfmg@gmail.com)  
Deadline for submission is March 15, 2017.**