



34 Commerce Drive Suite 106, WesMon Plaza ♦ Morgantown, WV 26501
Phone: (304) 291-7201 ♦ <http://www.morgantownfarmers.org>

Farmers Market SNAP Coordinator Position

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.

The SNAP Coordinator will be responsible for implementation of the MFMGA Supplemental Nutrition Assistance Program (SNAP) community outreach efforts. 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
- Develop fundraising plan and carry out fundraising activities for SNAP double dollars program
- 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
- Experience in marketing, advertising and charitable fundraising would be helpful
- 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

Term & Compensation

Upon hiring through December 2018. Compensation: \$416.66 per month stipend, payable upon receipt and approval of invoice by MFMGA board of directors.

How to apply: Deadline April 5, 2018. Submit a cover letter, resume, and references by email to secretarymfmg@gmail.com