



**A R C A D I A**  
CENTER FOR SUSTAINABLE FOOD & AGRICULTURE

**Community Farm Market & Outreach Coordinator  
June 28, 2022**

Arcadia is hiring a part-time Community Farm Market & Outreach Coordinator

**Pay:** \$20/hour

**Hours:** 16 hours/week

**Work Locations:**

- Hybla Valley Community Center: 7950 Audubon Ave, Alexandria, VA 22306
- Arcadia Farm Headquarters: 5399 Mount Vernon Memorial Highway, Alexandria, VA 22039

**Start date:** As soon as possible

**End Date:** June 2024 (with possible extension)

Collaborating with your colleagues on the Live, Eat, Grow Team and Arcadia Farm, the Community Farm Market & Outreach Coordinator will establish a weekly fresh food market on the grounds of the new Lee District Community Center.

The market will be an affordable access point for Arcadia's weekly harvest as well as products produced by Arcadia's network of veteran farmers. Equally as important, it will be a place for backyard and community garden growers to sell, barter, or share their products with their neighborhood and community.

Establishment of a weekly fresh food market aims to:

- improve access to fresh foods in the Route 1 community
- create wealth and leadership in the Route 1 community
- foster innovative solutions to complex factors that inhibit food access in Route 1
- reduce food insecurity, strengthen food systems, and improve health outcomes in the Route 1 community.

The Community Food Market Coordinator will:

- Work with Arcadia Live, Eat Grow (LEG) staff and community partners to determine the market schedule, design, work flow, and market/vendor rules, hours, and procedures.
- Work with Arcadia LEG staff to establish innovative programs that will help lower that cost of food.



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- Work with Arcadia LEG staff to link existing community gardens with the market through community building activities.
- Work with Arcadia LEG staff to promote and advertise the market.
- Recruit and organize community members that are interested in selling or bartering produce at the weekly market.
- Work with Arcadia LEG staff to hire community members to help staff the market.
- Coordinate with Arcadia Farm and Arcadia Veteran Farmers to sell their products at the market.
- Manage and oversee weekly market assistants.
- Operate the SNAP/EBT and credit card machine at market and manage tokens.
- Manage the market's finances, including cash, credit cards, SNAP and alternative subsidy programs (to include compensating other vendors who accept SNAP, credit cards, and other subsidies).
- Maintain accurate records and produce reports as necessary on market metrics.

## **QUALIFICATIONS:**

- Spanish & English Fluency required
- Strong organizational and management skills
- Strong Interpersonal skills (ability to communicate and work effectively with others)
- Experience working at farmers markets desired
- Experience organizing community events desired
- Resident of community serviced by the Hybla Valley District Community Center preferred

**Application Instructions:** Please send your resume, 3 references, and a Cover Letter describing your interest and relevant experience to [info@arcadiafood.org](mailto:info@arcadiafood.org), using "Community Farm Market & Outreach Coordinator" as the subject.

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