



**Community Farm Market & Outreach Coordinator
September 1, 2022**

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

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 @ 9000 Richmond Highway, Alexandria, VA 22039

Start date: As soon as possible

End Date: June 2024 (with possible extension)

Collaborating with your Arcadia colleagues on the Live, Eat, Grow and Sustainable Farm teams, the Community Farm Market & Outreach Coordinator will establish a weekly fresh food market on the grounds of the new Hybla Valley 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, our hope is that this will become a place for backyard and community garden growers to sell, barter, or share their products with their neighborhood and community.

Establishment of the 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 the 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 to determine the market schedule, design, workflow, hours, and procedures
- Work with Arcadia LEG staff to establish innovative programs that will help lower the cost of food.

- 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.
- Conduct all aspects of market logistics including transport, set-up, and break-down materials on market day including tables, produce, and retail equipment.
- Work with Arcadia LEG staff to hire support staff for the market.
- Coordinate with Arcadia Farm and Arcadia Veteran Farmers to source products for the market.
- Manage and oversee weekly market assistants.
- Operate the SNAP (food stamp) and credit card machine at market and manage tokens/vouchers.
- Manage the market's finances, including cash, credit cards, SNAP and alternative subsidy programs.
- Maintain accurate records and produce reports as necessary on market metrics.
- Recruit and organize community members that are interested in selling or bartering produce at the weekly market.

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 or farm stands desired

Ability to lift 40 lbs and set up tents & tables required

Current Driver's License required

Experience organizing community events desired

Resident of the community serviced by the Hybla Valley Community Center preferred

HOW TO APPLY:

Please send your resume, 3 references, and a Cover Letter describing your interest and relevant experience to info@arcadiafood.org, using "Community Farm Market & Outreach Coordinator" as the subject.

Arcadia is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.