ENYF Market Manager & Outreach Coordinator

**Job Title:** ENYF Market Manager & Outreach Coordinator  
**Position Type:** Full-time, seasonal.  
**(March 2022 - December 2022)**  
**Location:** United Community Centers  
613 New Lots Ave  
Brooklyn, NY 11207  
**Reply to:** Iyeshima Harris  
jobs@eastnewyorkfarms.org

ENYF is a project of the United Community Centers, Inc (UCC). ENYF! is a diverse group of gardeners, vendors, farmers and youth working together to strengthen our community through gardens, fresh food, and farmers markets.

ENYF! Market Manager and Outreach Coordinator’s role is to assist in widen access to whole foods in ENY while inspiring local residents to eat fresh, local and in season! This position also requires a significant youth supervision component. We are looking for a committed and reliable individual who is willing to learn and take on full responsibility for the ENY Farmers’ Markets.

We will prioritize individuals that identify as BIPOC, who are fully vaccinated, able to work onsite/in-person and identify with the community.

**Roles & Responsibilities:**

**Farmers Market 45%**
- Filling appropriate paperwork with SAPO, FMNP & FMFNY.
- Partner with local organizations and residents to create events and projects.
- Recruit, orient, retain and support vendors, farmers and gardeners.
- Ensure that Wednesday, Thursday and Saturday’s Farmers’ Market is set up and daily Market Operations (EBT, Redemption, Cash exchange and paperwork) are being accomplished.
- Input Daily Market Activity for Share Table and Vendors income in spreadsheet and maintaining a physical log for all market activities.
- Fixing supplies’ ordering supplies, fruits and veggies for Wednesday Market
- Participate in local and regional efforts.

**Youth Intern Program 20%**
- Training Market Manager Interns in the day to day tasks of running the farmers market (Customer Service, Market Set Up, organizing supplies, fixing market supplies, maintaining market storage areas, documentation, outreach, ect.)
- Training Youth Interns in Outreach and community building.
- Workshops: Training youth interns and ENYF staff on farmers market protocols.
- Supporting and implementing youth suggestions and projects.
- Logging “timesheet” hours weekly, writing “comments” on intern’s behaviors, achievements and areas for improvements.

**Outreach and Communication 30%**
- Networking, collaborating and connecting with local organizations and partnering on projects.
- Create a community lead outreach plan that involves vendors, gardeners, youth and community residents.
- Development of all outreach materials (Posters, Flyers, Events, Postcards)
- 4-8 hours of on the ground outreach per week (from April-November)

**Misc. 5%**
- Documenting our work through Google Cloud
- Supporting or Facilitating youth and staff team building workshops.
- Supporting Community Efforts and Organizing
- Occasional garden work.

**Qualifications**
- Experience in customer service and working in multicultural environments
- Proven experience in identifying target audiences and in creatively devising and leading marketing campaigns that engage, educate and motivate.
- Familiarity with East New York.
- Comfortable working outside in all weather.
- Capable of lifting 40 pounds.
- Able to work on Saturdays and evenings during the growing season.

**Desired Qualities**

- Interest and experience in community work, youth development, education and food justice.
- Experience with Google cloud.
- Comfortable delegating tasks
- Willing to train/learn
- Great time management
- Excellent communication and decision-making skills
- Able to work independently and initiate projects.
- Comfortable working with groups of people of diverse ages and backgrounds.
- Knowledge of Spanish or Bangla is helpful but not required.

**Benefits**

- Generous vacation time, Simple IRA plan, full medical and dental insurance, and paid sick leave.

Hourly Compensation: $23.00.

**To APPLY:**

**STEP 1: TELL US ABOUT YOU!** Email us a short video introducing yourself to our team. Send your cover letter and resume into one PDF and email to jobs@eastnewyorkfarms.org with “ENYF Market Manager & Outreach Coordinator” in the subject line. Once your submission is received ENYF staff will review your cover letter, resume and video. We will follow up with the next steps.

Video Questions:

- Name, Preferred Pronouns
- Why are you interested in joining our project?
- How did you become interested in food justice?
- What interests you about this position specifically?
- What do you think are some of your strengths and weaknesses related to marketing and customer relations? How did you deal with these weaknesses?

**STEP 2: MEET THE TEAM** - We will invite selected participants for an interview conducted by members on the ENYF Team.

**STEP 3: MEET THE YOUTH INTERNS** - We will invite selected applicants to join us for another round of virtual interview conducted by youth interns and ENYF staff where you will be asked to conduct a presentation pertaining to the role.

**STEP 4: WELCOME TO THE TEAM!** - We seek to have the ENYF Market Manager & Outreach Coordinator position filled by March 1st.