



CITY OF
COLLEGE PARK

NOW HIRING

FOOD ACCESS COORDINATOR

The City of College Park's Hollywood Farmers Market is hiring a part-time Food Access Coordinator to manage all food access programming at our market. The purpose of the position is to improve access to fresh, local food for food insecure individuals and households.

The Market is located at 9801 Rhode Island Avenue in the Hollywood Shopping Center, and it operates 10:00 am to 2:00 pm on Saturdays from mid-April through mid-November. Completion of duties will require approximately five hours for each day of the market, including time to draft a weekly report.

This position will run from date of hire through November 16, 2024. Compensation is \$100 per full-market day and written report. Any additional approved hours outside of the market hours will be paid at \$18.00 per hour. This is a City contract position and is not eligible for City benefits.

To apply by sending your resume to humanresources@collegeparkmd.gov. Position open until filled.



The Food Access Coordinator is responsible for:

- Coordinating SNAP (EBT), Maryland Market Money (matching program), credit/debit, and other non-cash (such as coupons or certificates) transactions at the farmers market each week.
- Distributing payments and token bags to vendors weekly at the start of the market and collecting tokens from vendors at the close of market.
- Attending all market days throughout the 2024 season, arriving prior to the market start and remaining through the market close.
- Conducting community outreach and program marketing to attract new shoppers qualified to receive Maryland Market Money, forming community partnerships as needed.
- Reporting and analyzing weekly data on SNAP (EBT), Maryland Market Money, credit/debit, and other non-cash spending at the market.
- Communicating with market vendors and market managers about the food access programs to increase participation.
- Participating in trainings and workshops as scheduled.

The candidate must:

- Be a self-starter able to manage multiple projects simultaneously and with attention to detail
- Demonstrate commitment to food justice and local food systems.
- Have strong verbal and customer service skills.
- Learn the technicalities of federal nutrition benefit programs.
- Have experience working with diverse populations.
- Be skilled with spreadsheets and smart devices.
- Work outdoors in varied seasons.
- Bilingual (English – Spanish) highly preferred.